ACCOUNTS PAYABLE

This manual walks you through entering different types of vouchers, approving, budget checking, closing, deleting and finalizing PO vouchers as well as inquiring on payment information and running the voucher status report.

State of Vermont

Department of Finance & Management

Revised October 2016

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Revisions to Manual

October 2016

- **Contact and link information updated**
- **VISION Process Picture updated.**
- **Accounts Payable FAQs updated.**
- **Prior Year Payables in the Business Process section updated**
- **The Enter Regular Voucher with Reportable and Non-Reportable lines updated reportable vendors to include veterinarian services**

April 2012:

- **The Enter Regular Voucher with Reportable and Non-Reportable lines** exercise has been rewritten.
- **Looking up Vendors** exercise has been updated.
- **Additional BDA information** has been added to Business Process section.
- **FAQ's** – new FAQ's have been added.

October 2010:

- **Looking Up Vendors** exercise has been rewritten.
- **Duplicate Voucher Detection**
- Information has been added to exercises on adding vouchers to detect duplicate vouchers earlier.
- **VISION Procedure #8: Void Check** has been added to the Business Process section of the manual.

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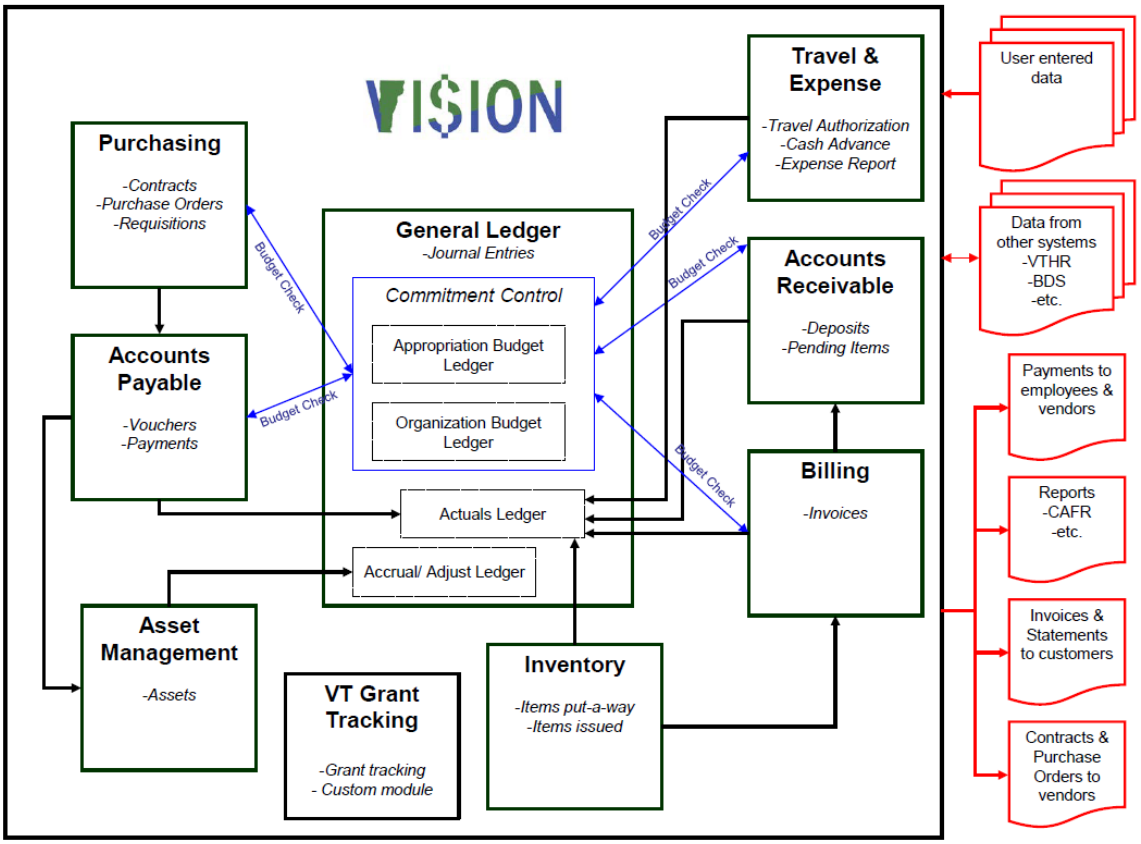
Business Process

Overview of the VISION process:

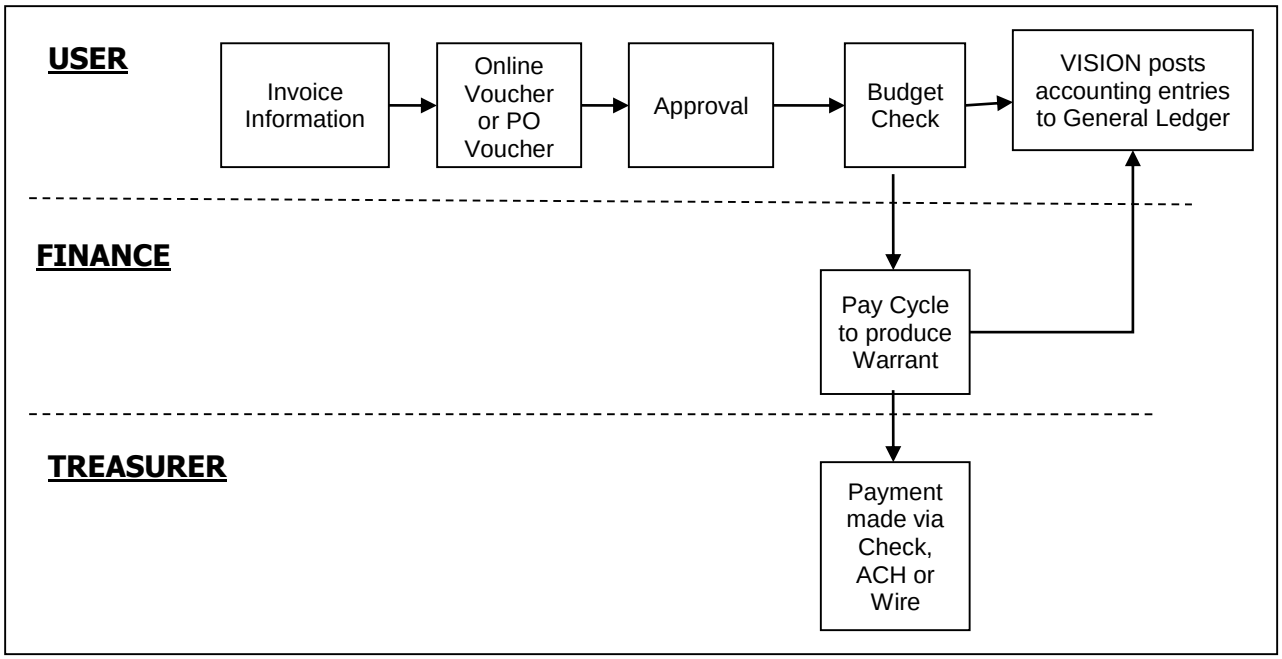


There will be a 1 – 1 relationship between a vendor's invoice and a VISION voucher. That is, each invoice will become a separate voucher. Vouchers may contain multiple lines and multiple chartfield distribution lines to allocate costs to several accounts, funds or departments.

The 1 – 1 relationship will facilitate duplicate invoice checking across all units within the system, thus minimizing the risk of paying a vendor invoice more than once. The fields that are checked for duplications are: Vendor ID, Vendor Type, Vendor Invoice Date, Vendor Invoice Number and Gross Amount. A voucher identified as a possible duplicate will save and be in Recycle status, but cannot be posted or paid. A voucher cannot stay in Recycle status. At month end close, it must be updated so that it can post or be deleted.

Vouchers will need to be approved in VISION before they can be budget checked and paid. The approval process will be managed at the department level through VISION security.

All vouchers will need to pass a budget checking process to check for availability of funds at the department/agency level prior to being paid. The budget checking process can be done on individual vouchers or as a batch process, at the discretion of the department.



Vouchers will be paid based on the scheduled due date, which is determined by the vendor invoice date and the vendor payment terms. The default payment terms will be Net 30 days and should not be changed unless the change complies with Finance and Management Policy #5 Payment Terms. Checks will be written and mailed 4 days prior to the due date as long as the voucher is approved and budget checked. This will allow the check to reach the vendor by the due date. For more information on payment terms, please review the Finance and Management document, *Operational Guidance (OG) #1,* which you can find on the Finance & Management website at: http://finance.vermont.gov/training-and-support/vision-job-aids-and-operational-guidance

All vouchers to be paid to a vendor on any given day will be combined onto one check, ACH, etc.; this includes adjustment vouchers. All Business Units' vouchers are included unless a voucher is marked to be paid separately. Each Business Unit, Voucher ID and Invoice Information is noted separately on the pay advice that is sent to the vendor.

Blanket Delegations of Authority (BDA's) are issued by the Office of Purchasing and Contracting to delegate authority to agencies/ departments to directly purchase specific types and classes of items with limited or variable availability

considerations. BDAs are specific to a department(s) except those identified as "all agencies". For a complete list of current BDA numbers, go to the Office of Purchasing & Contracting website at: http://www.bgs.vermont.gov/purchasing-contracting/forms/bda. The BDA number should be entered in the *Item* field of the voucher. BDA Quick Step Guide can be found on the Finance & Management website at:
http://finance.vermont.gov/training-and-support/vision-job-aids-and-operational-guidance
You can also follow the BDA Voucher exercise in this manual.

BDA's are not to be used for the following purchases:

• Don't use a BDA when the item is on contract. If unsure check with the Office of Purchasing and Contracting or use the website:
http://www.bgs.vermont.gov/purchasing-contracting/contract-info/current.
Purchases of office supplies, fuel, envelopes, paper, gloves, paper products, cleaning products etc. are all on contract.

• Don't use a BDA for personal services, utility payments (electric, cell phones, telephone, water, etc), payment to other agencies or departments, lodging, meals, employee expense reimbursement, membership fees, postage, and rental space.

Void Check Procedure:
VISION Procedure #8: Void check establishes the criteria and procedures for voiding VISION vendor checks. This procedure can be found on the Finance and Management website at:
http://finance.vermont.gov/policies-and-procedures/vision-procedures

VISION vendor checks that are determined to be in error or invalid (see ***criteria*** below) must be returned to the Office of the State Treasurer to be voided in VISION. The Office of the State Treasurer is responsible for processing all void check requests and storing all voided checks.

Departments are prohibited from depositing VISION vendor checks and processing them as a refund of expenditure. The erroneous depositing of a VISION vendor check obscures the audit trail in VISION by creating a record that indicates the check was issued to and cashed by the vendor; this improper handling impairs the integrity and accuracy of vendor payment reports and potentially 1099-MISC forms issued to vendors and the IRS.

CRITERIA

A check can be voided in VISION when the following two conditions exist:
1. The check was issued and recorded in the VISION financial system.
2. The department (custodian) is in possession of the original check.

A VISION vendor check shall be determined invalid and voided in VISION when there is a/an:
- error in the payee;
- error in the payment amount;
- printing error or damaged/spoiled check;
- duplicate payment;
- cancellation of the payment request;
- unavailability of the goods/services being purchased;
- or any other reason the check is no longer needed for its intended purpose.

Note: VISION vendor checks that are valid and not in error but are undeliverable to the vendor (e.g., unknown address) shall not be voided, and are subject to Vermont's unclaimed property laws. Contact the Office of the State Treasurer's Unclaimed Property Division for more information.

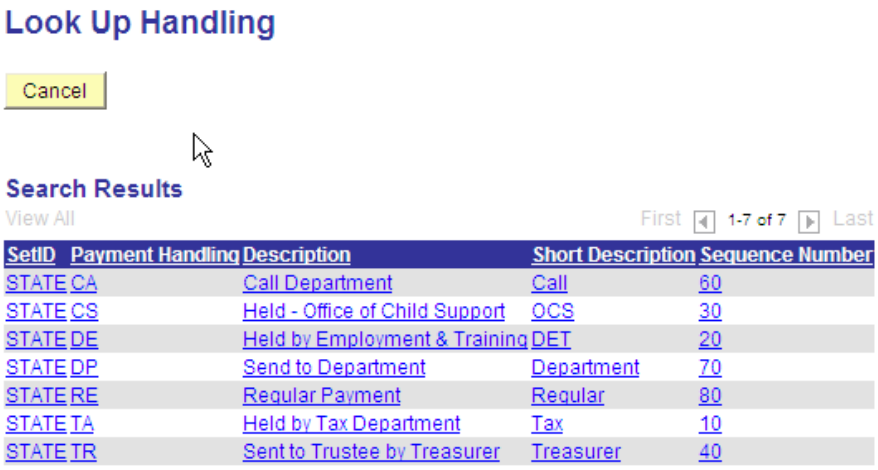
For copies of cancelled checks or checks to pull please contact the Treasurer's Office by email at: TRE.ServicesAccounting@vermont.gov.

Special Handling

Under the Payment Method section, you will see a field for ***Handling**. In this field you can designate any special handling you require for this payment.

Click on the magnifying glass to the right of this field to see what the choices are.

A new page will open, showing the available options.



The only ones you would use in a voucher are: CA, DP, and RE. These are used in the following manner:

CA This allows a user to receive a call from the Treasurer's office when the check has been cut, usually so that it can be picked up by the department. This may occur when a check is needed in-hand for hotel or conference registrations, for example.

DP If a user wants the check sent back to his/her department for sending out separately, they can select this option.

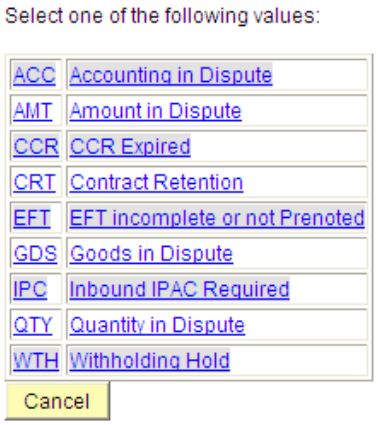
RE A payment made with no changes to this field, will show the handling of "RE", Regular Payment. This is the **default** for this field.

DO NOT USE these handling codes in a voucher:

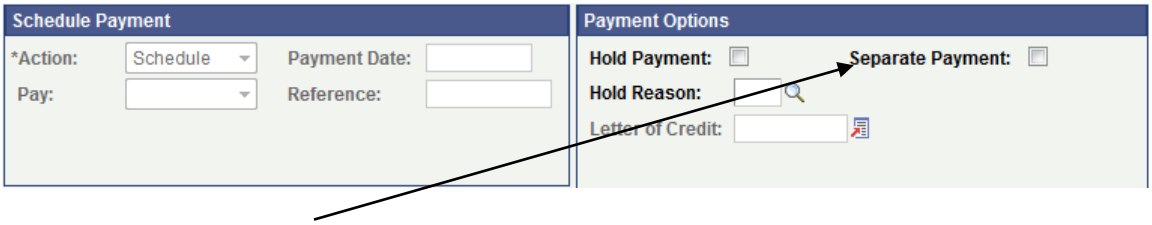
CS Held by the Office of Child Support
DE Held by the Department of Labor (formerly Employment & Training)
TA Held by the Tax Department
TR Sent to Trustee by Treasurer

More payment options can be found in the **Payment Options** section.

Hold Payment – if you check this box, the payment will not process. When you check this box, you will also need to designate a Hold Reason. Click on the magnifying glass to see the list of reasons. This page will display:



A payment that has been put "on hold" will not pay until this box is unchecked and saved. Then it will process as normal.



Separate Payment – Select this box if this payment needs to go separately to the vendor. This may be used along with the Payment Handling options of **DP** and **CA**; in that way the check will only pertain to one department's payment for that vendor in the paycycle.

International Payments:

When making a payment to a foreign address, choose the handling code of **DP**. The check will be sent to the department and the department will need to correct the address and mail the check. Checks written to foreign addresses don't print with the correct Postal format because the 3-letter country code shows in the "remit to" address, but that and the full country name don't print on the check itself. The other issue is that domestic postage is put on ALL checks from the Treasurer's office, which results in insufficient postage for foreign payments and the checks being returned undeliverable. VISION uses USD currency only.

Prior Year Payables

Payments for goods or services received in a prior fiscal year must be designated with a "PY" in front of the invoice number when entering a voucher. If you fail to enter the "PY", the form Vouchers – PY Missing must be filled out and sent to: VISION.CAFR@vermont.gov. Operational Guidance #4- Prior Year Payables provides further details of how to identify and process prior year payables.

Frequently Asked Questions (FAQs)

How do I know if I have any vouchers that need my attention?

Run the VT_MER_VCHRS_NOT_POSTED query for your business unit. This query will list all vouchers that have not posted in the Accounts Payable Module. For additional information and guidance, refer to the Month End Closing Instructions for the Actuals Ledger located on the VISION Procedures page.

When will my voucher get paid?

Vouchers must be approved and budget checked by the start time for each of the daily Pay Cycles below for them to get picked up for payment. Vouchers paid by check will be picked up for payment 4 days prior to their due date to allow for mailing times.

7:30am – Checks and wires to State Departments
10:00am – Wire Transfers to banks
11:00am – ACH payments
11:30am – Satellite payments

How do I enter a voucher for an invoice that I received in the current fiscal year that is for an item that I received in the prior fiscal year?

When entering a voucher for goods or services received in the prior fiscal year, the invoice number should be preceded by "PY" to properly indicate that it is paying for a prior year payable. This practice ensures accurate reporting of financial data. For more information, see the Prior Year Payables Operational Guidance #4 document located on the VISION Job Aids and Operational Guidance page.

Can I change the terms on a voucher to ensure that the vendor gets paid on time?

You do not need to change the default payment terms to ensure that the vendor will get paid on time. VISION automatically uses the invoice date and payment terms to determine when the voucher will get picked up in a Pay Cycle to be paid. For more information, see the Payment Terms Policy located on the Finance & Management Policies page and the Changing Payment Terms Operational Guidance #1 document located on the VISION Job Aids and Operational Guidance page.

How come my voucher has not been paid yet?

There are several things that may cause a voucher to not get picked up in a Pay Cycle. Use the document Things to look at when a voucher does not get paid located on the Accounts Payable Module Support page. http://finance.vermont.gov/vision-module-support/accounts-payable to help determine why a VISION voucher has not paid. If you need further assistance, contact VISION Support.

Looking up Vendors

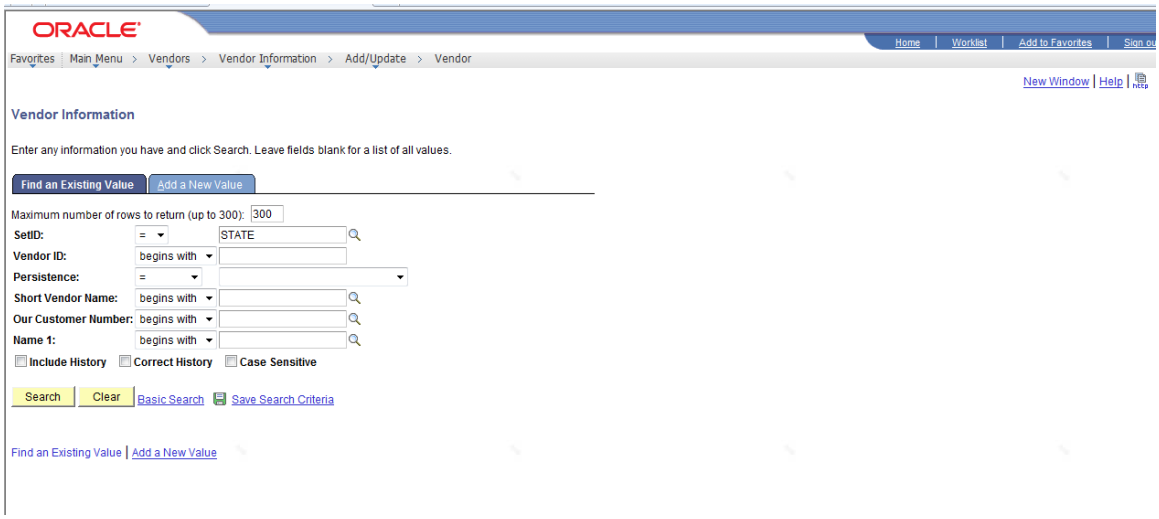
Vendor Maintenance for the State of Vermont is managed and executed centrally by Financial Operations in a single Vendor database within VISION. VISION users, depending on their security, will have access to view and report on Vendor information only.

Vendor additions and changes will be emailed to Financial Operations at VISION.VendorRequests@vermont.gov via a standard form. The form will be completed by the user requesting the addition/change and submitted to Financial Operations by the Business Manager for entry into VISION. The VISION Vendor Request Form can be found on the VISION website at http://finance.vermont.gov/forms/vision. **Complete the form and save a copy to your computer so that it can be attached to an email request to VISION.VendorRequests@vermont.gov.**

The following explains how Vendors are maintained in VISION and how to find and use that information. Due to the nature of the Vendor information in VISION, it is critical that all operators who will use Vendor information have some understanding of the information contained within the Vendor files and how the information is used in VISION.

The best way to search for a vendor is by using the following navigation:

Navigation: Vendors > Vendor Information > Add/Update > Vendor



The SetID "STATE" will be used for all vendors, thus making vendors available to all users.
Vendor Information is stored on effective dated rows.
Vendor numbers will be assigned by the system in "Next" number order.
When searching for vendors, "Persistence" should be set to "Not =" One Time to get the best results.
The Our Customer Number field is not used by the State of Vermont.

One-Time Vendors:

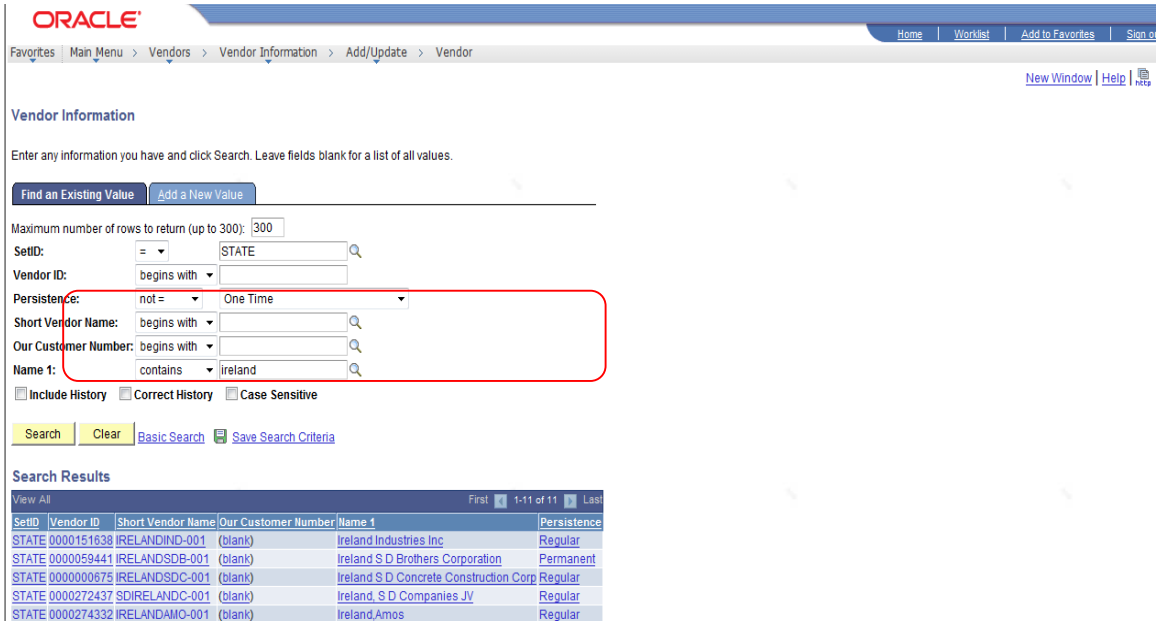
You may encounter some vendors whose "Persistence" is equal to "One Time". These are vendors that were set up to be used only once and they are in a status of "Inactive" and are not available for use. If it is the only instance of the vendor for whom you are searching, **you will have to request a new number**. We recommend that you search for a vendor using criteria of Persistence not = "One Time" so you do not find these in your search for a vendor id.

The recommended way to search for a vendor is by Name 1:

Search using "contains" instead of "begins with" and use the most uncommon word in the name of the vendor

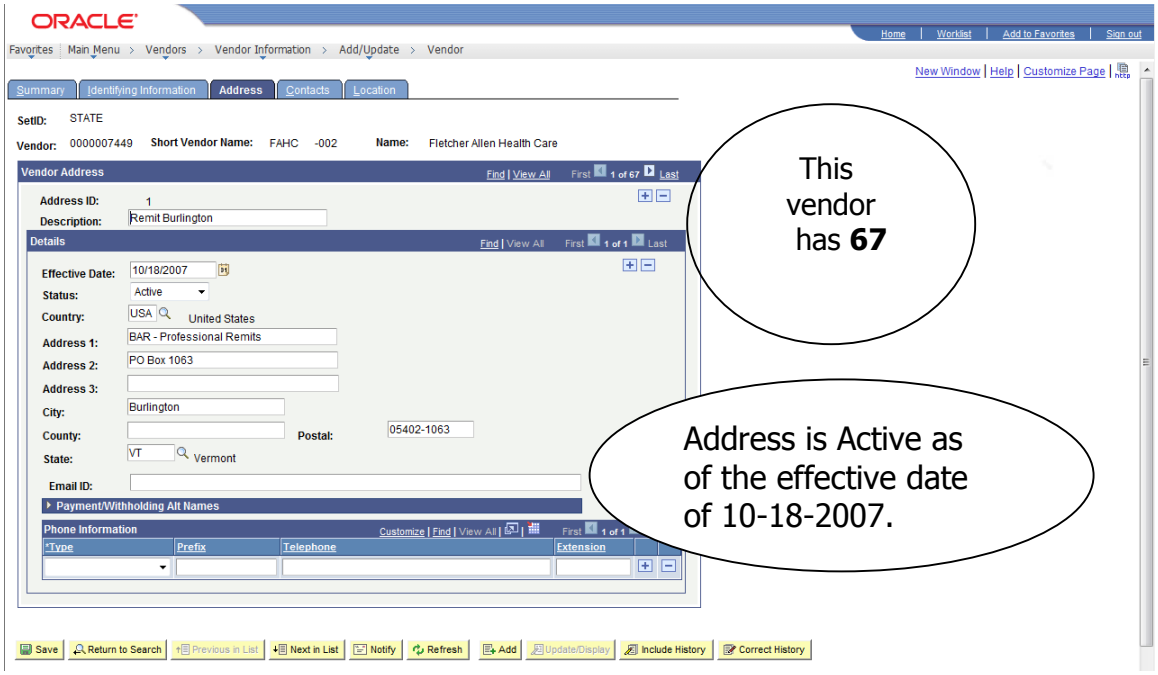
Example: To look up S.D. Ireland Company

Under Persistence: change "begins with" to "not =" One Time
In Name 1, change "begins with" to "contains" and then type in Ireland and click Search.



Once you've found the correct Vendor ID #, you must check the available addresses – there may be several! Make note of the Address ID that corresponds to the address you need to pay and make sure that this address is active.

Click on the correct Vendor and then click on the Address tab.



If you do not find the address you need, you must submit a Vendor Maintenance request form to either have it added, or to replace the address currently on file. If the address you need has been inactivated, there is a legitimate reason. Please contact Financial Operations with questions about why a vendor was inactivated.

NOTE: Finance does not have any "quick" method of verifying active/inactive addresses other than manually searching through the vendor information, the same as a user would, so please make sure you have done your own thorough search before contacting Financial Operations for help.

If you still have questions, or are uncertain about which vendor to use, contact the VISION vendor request e-mail address at VISION.VendorRequests@vermont.gov.

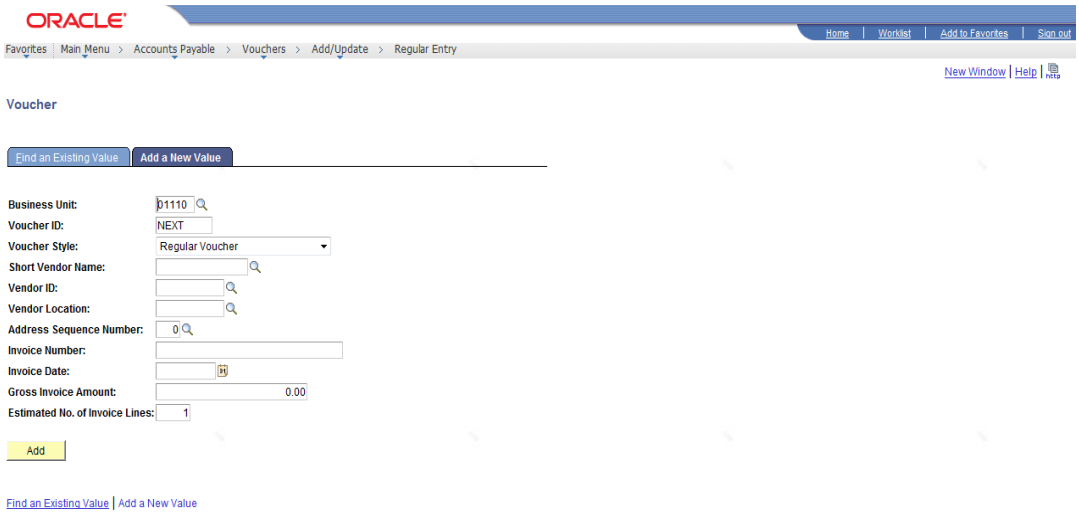
Enter a Regular Voucher

Situations when this function is used: A regular voucher is entered when you have an invoice to pay that is not associated with a Contract or Requisition. A regular voucher which needs to be paid using more than one fund or program will be paid for with split funding (shown in a future exercise) will use multiple lines and/or multiple distributions.

Required Fields: **Vendor ID***
Vendor Name
Location
Address
Invoice Number*
Invoice Date*
Amount*
GL Unit
Account
Fund
Department ID
Pay Terms

The fields marked with an * should be filled in on the Add a New Value page. When the fields are filled and you click Add, the system will immediately let you know if a duplicate voucher has been detected. This saves time by identifying duplicate vouchers before entering all of the voucher information.

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry



Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT.

Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

Enter Vendor ID

- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

Note: If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/Update > Vendor

Enter Invoice Number

- Enter Vendor's Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a **"PY"**)

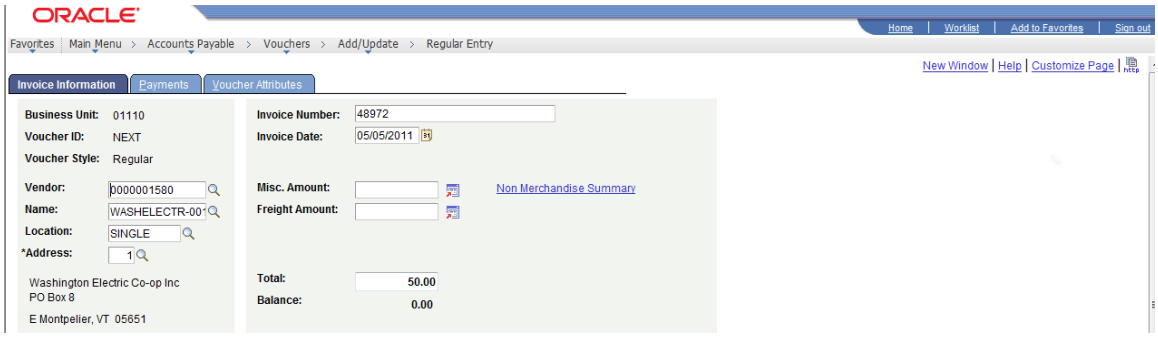
Note: If a vendor's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration's Bulletins #5 and #5.5.

Enter Invoice Date

- As per the vendor's invoice

Enter Gross Invoice Amount

Click Add



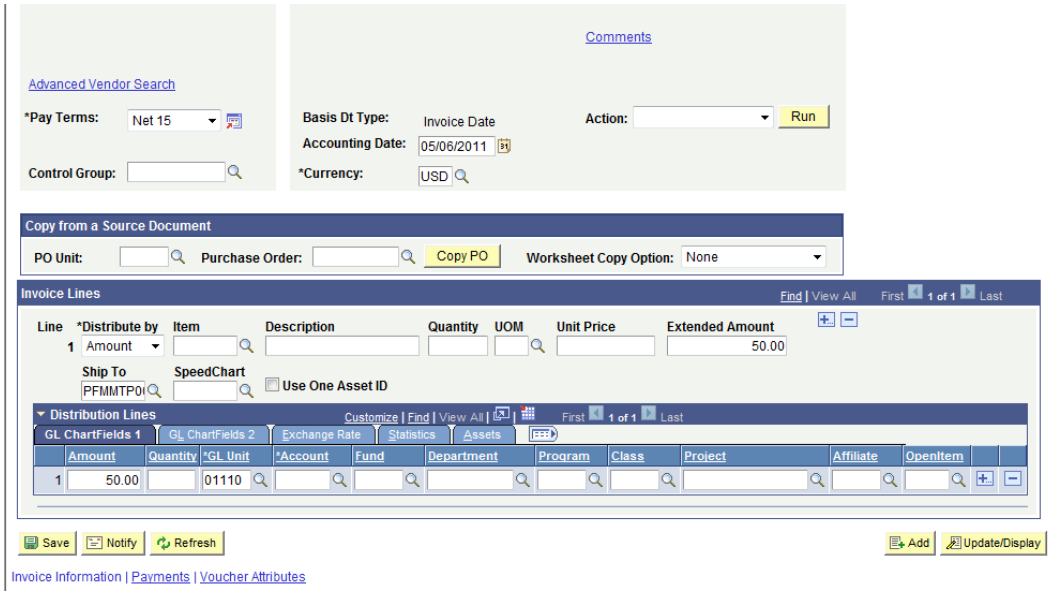
The Invoice Information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

Accounting Date = current date (this must never be changed manually),
Currency = USD,
Distribute by = Amount,
Ship To = default ship to location for your Business Unit,
GL Unit defaults in.

Review the Address information that defaulted in from the vendor. If the address should be changed, click on the magnifying glass to select the correct address the payment should be sent to.

Note: Any changes to the address on the Invoice Information page must also be done on the Payments page. The address on the Payments page is the address the payment is sent to.

Scroll down the screen and the Invoice Lines box can be seen.



Enter Line Description

- Enter the description of what you are paying the invoice for

Enter Amount under Distribution Lines

- Enter the full amount of the invoice if you are only using a single line and distribution or
- Enter the amount of the invoice that you are going to pay for only this line and/or distribution

Enter Account Number

- Enter the account number or
- Click on the magnifying glass to select from the list

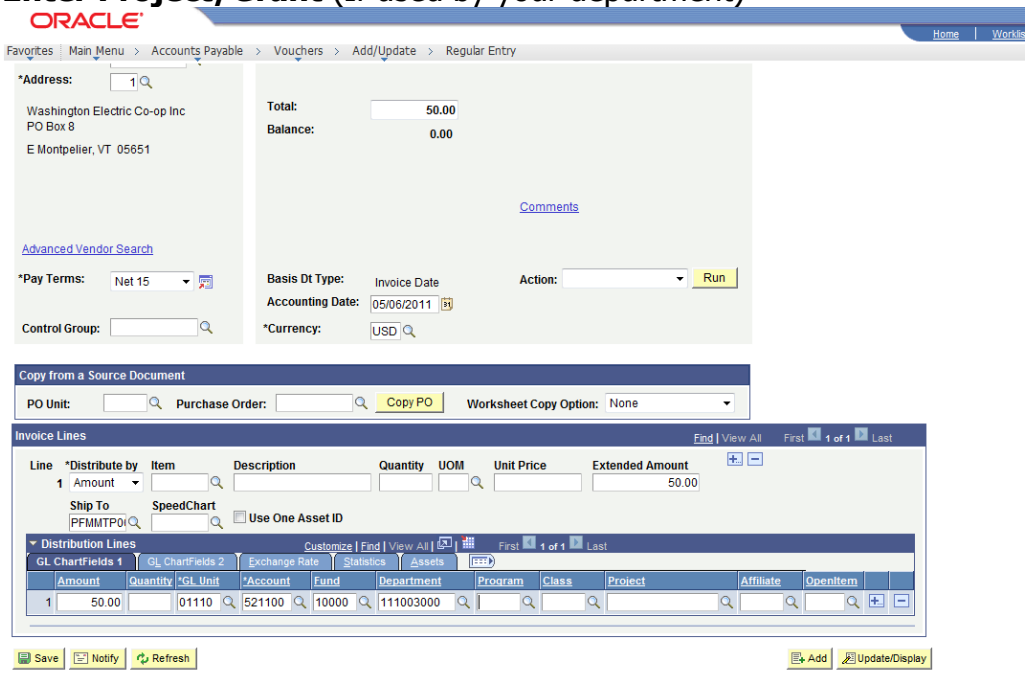
Enter Fund

- Enter the fund or
- Click on the magnifying glass to select from the list

Enter Dept ID

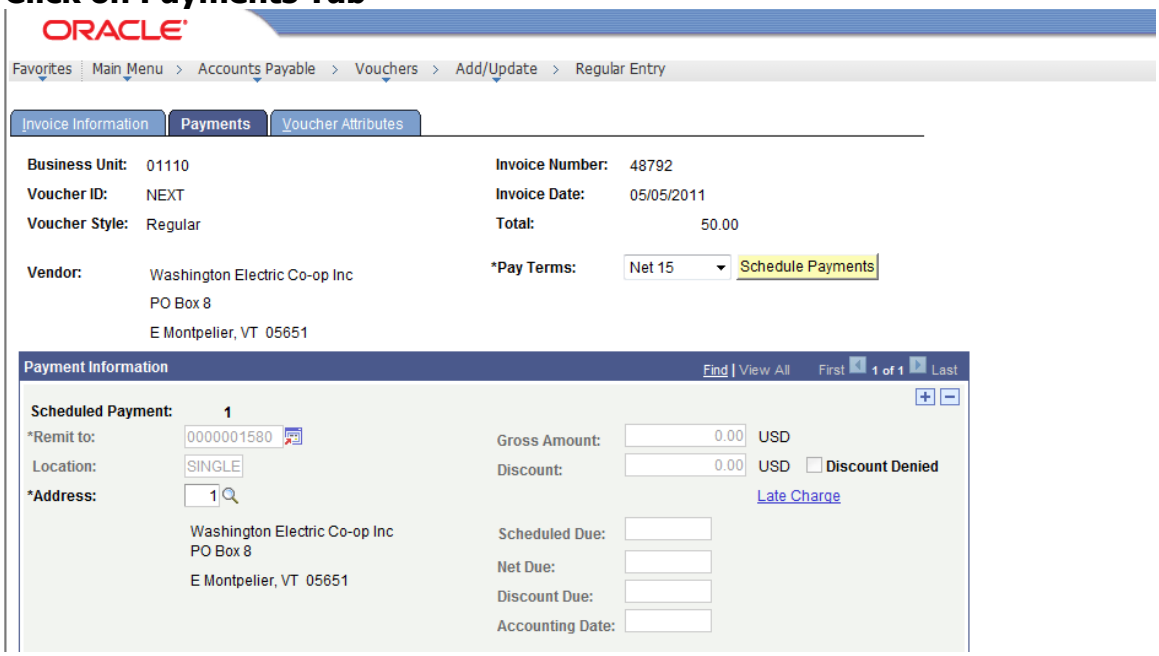
- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

Enter Program (If used by your department)
Enter Class (If used by your department)
Enter Project/Grant (If used by your department)



The page should now look similar to the one above.

Click on Payments Tab



Review Payment information that defaulted in from the vendor.

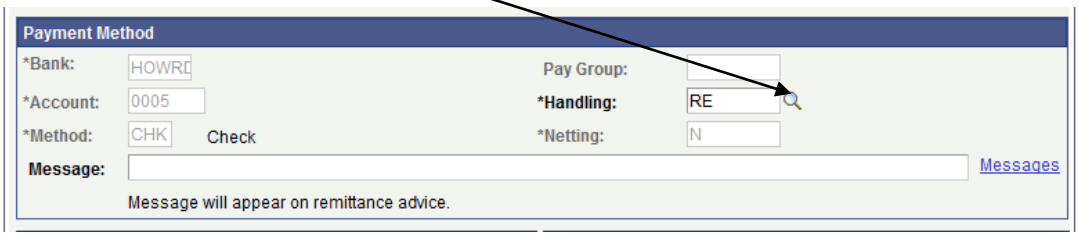
Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.

<u>Note</u>: The address selected on the payment information page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

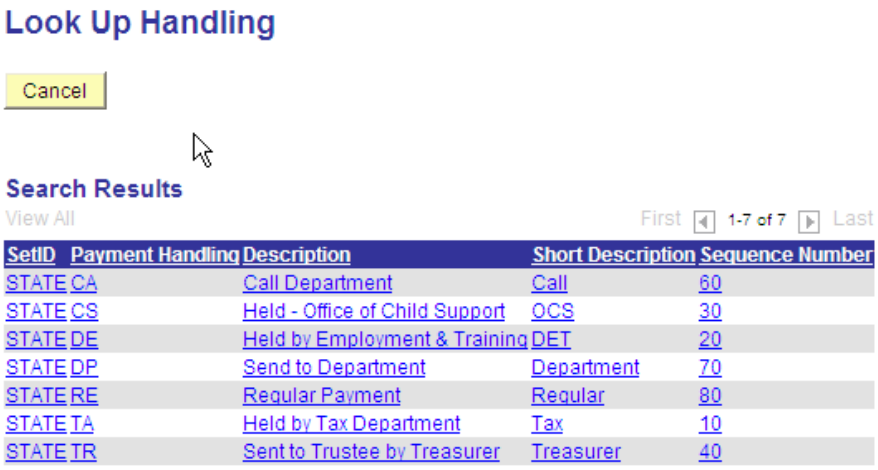
<u>Special Handling</u>

Under the Payment Method section, you will see a field for ***Handling**. In this field you can designate any special handling you require for this payment.

Click on the magnifying glass to the right of this field to see what the choices are.



A new page will open, showing the available options.



The only ones you would use in a voucher are: CA, DP, and RE. These are used in the following manner:

CA This allows a user to receive a call from the Treasurer's office when the check has been cut, usually so that it can be picked up by the department. This may occur when a check is needed in-hand for hotel or conference registrations, for example.

DP If a user wants the check sent back to his/her department for sending out separately, they can select this option.

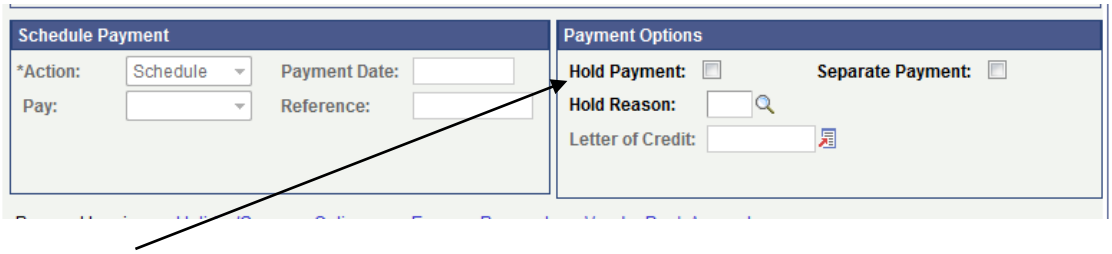
RE A payment made with no changes to this field, will show the handling of "RE", Regular Payment. This is the **default** for this field.

DO NOT USE these handling codes in a voucher:

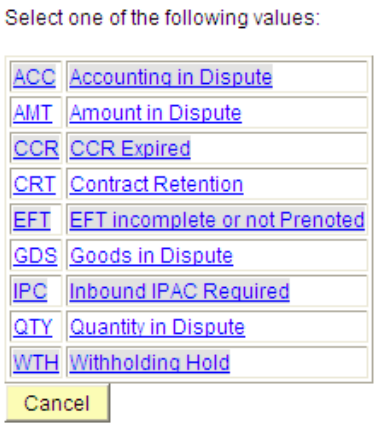
CS Held by the Office of Child Support
DE Held by the Department of Labor (formerly Employment & Training)
TA Held by the Tax Department
TR Sent to Trustee by Treasurer

Message – whatever you type in this field will appear on the check stub. Though the field is very large, you are limited to 35 characters of information. Anything more than that will be cut off when the check is printed.

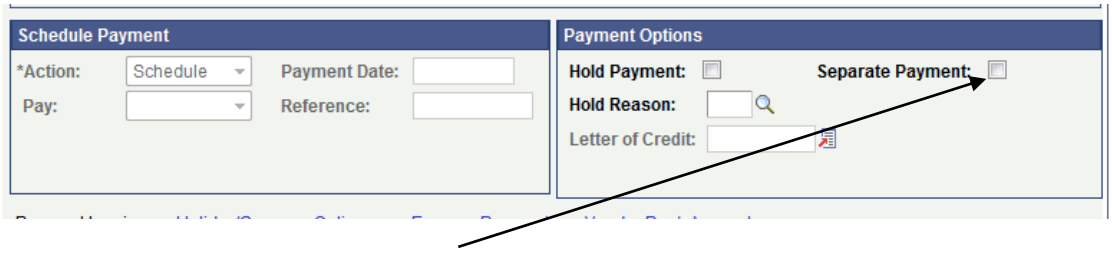
More payment options can be found in the **Payment Options** section.



Hold Payment – if you check this box, the payment will not process. When you check this box, you will also need to designate a Hold Reason. Click on the magnifying glass to see the list of reasons. This page will display:



A payment that has been put "on hold" will not pay until this box is unchecked and saved. Then it will process as normal.



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International Payments:

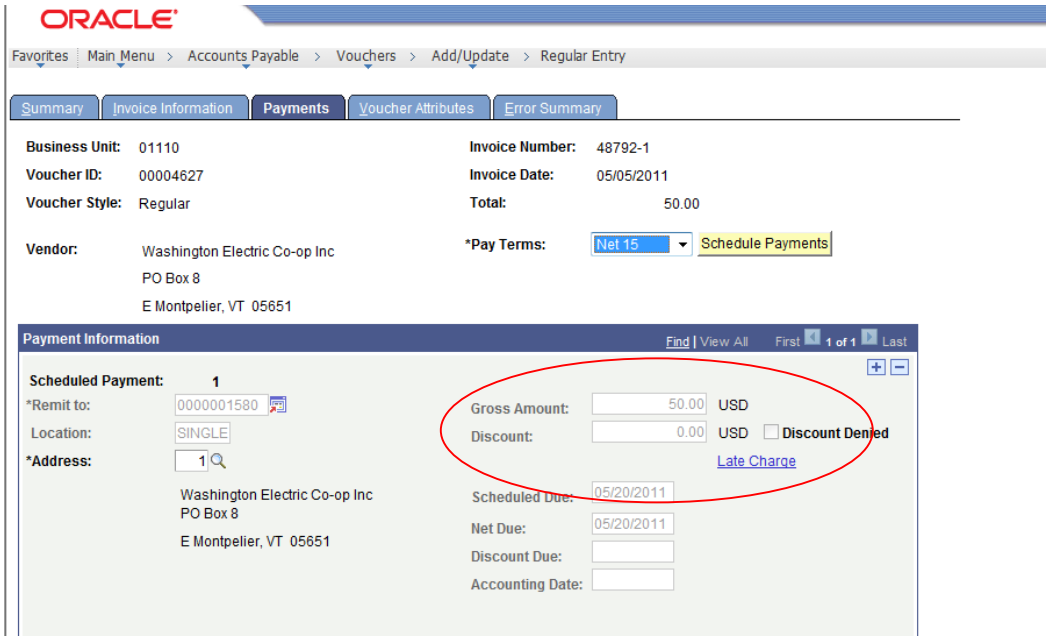
When making a payment to a foreign address, choose the handling code of **DP**. The check will be sent to the department and the department will need to correct the address and mail the check. Checks written to foreign addresses

don't print with the correct Postal format because the 3-letter country code shows in the "remit to" address, but that and the full country name don't print on the check itself. The other issue is that domestic postage is put on ALL checks from the Treasurer's office, which results in insufficient postage for foreign payments and the checks being returned undeliverable.

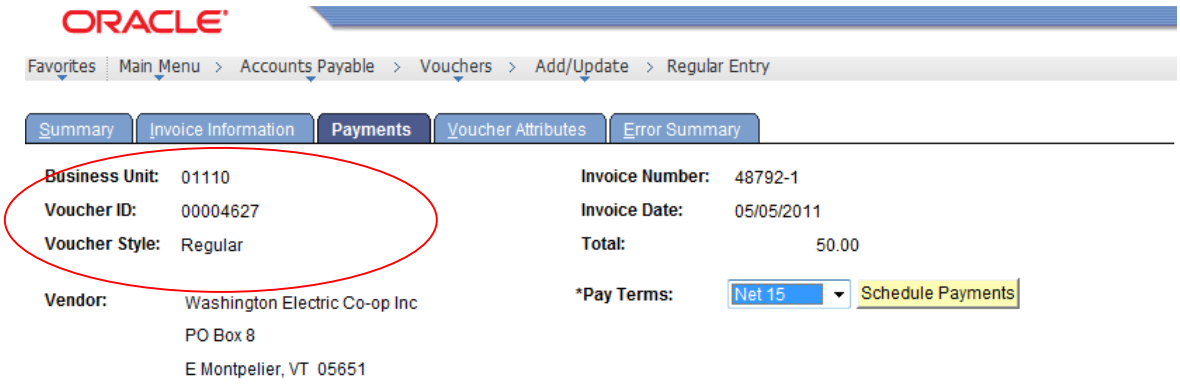
Once all the payment options have been chosen,

Click Save

- Voucher is saved; Gross Amount has filled in with the voucher amount.



- Voucher ID # has been assigned. You can find the ID # in the upper left hand side of the page (see below).



Enter a Regular Voucher with a BDA

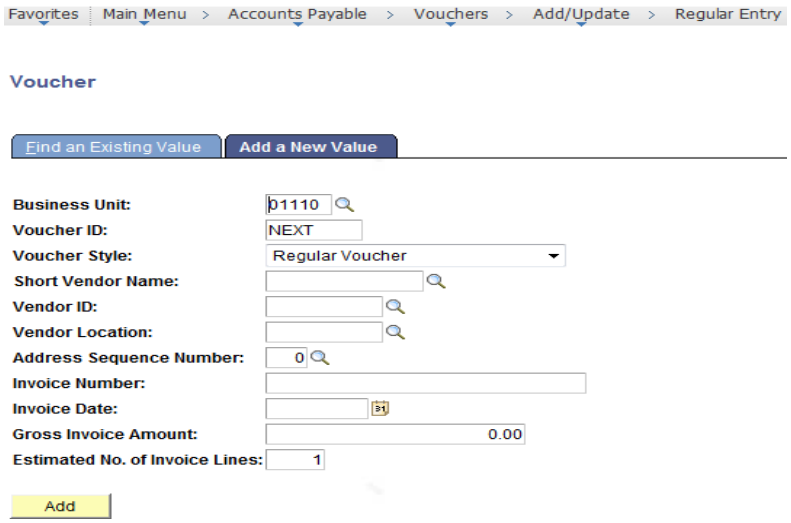
Situations when this function is used: A regular voucher is entered for a purchase that requires a Blanket Delegation of Authority (BDA). BDA vouchers may have a single line and distribution or multiple lines and/or multiple distributions.

Required Fields:

Vendor ID*
Vendor Name
Location
Address
Invoice Number*
Invoice Date*
Amount*
GL Unit
Account
Fund
Department ID
Pay Terms
Item
Line Description

The fields marked with an * should be filled in on the Add a New Value page. When the fields are filled and you click Add, the system will immediately let you know if a duplicate voucher has been detected. This saves time by identifying duplicate vouchers before entering all of the voucher information.

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry



Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT.

Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

Enter Vendor ID

- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

Note: If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/Update > Vendor

Enter Invoice Number

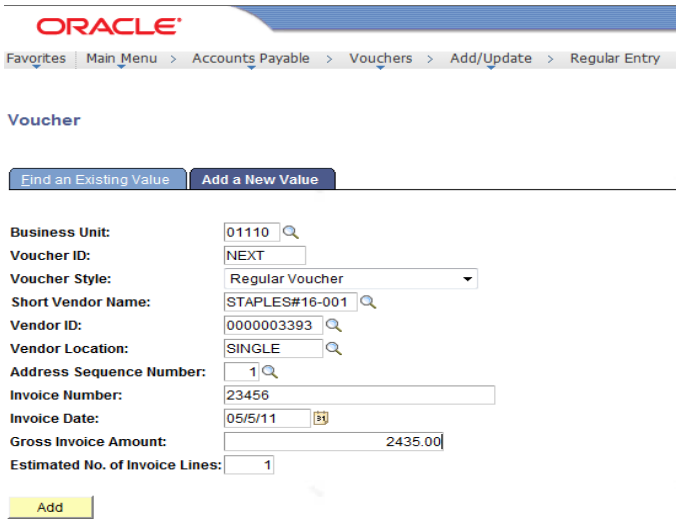
- Enter Vendor's Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a **"PY"**)

Note: If a vendor's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration's Bulletins #5 and #5.5.

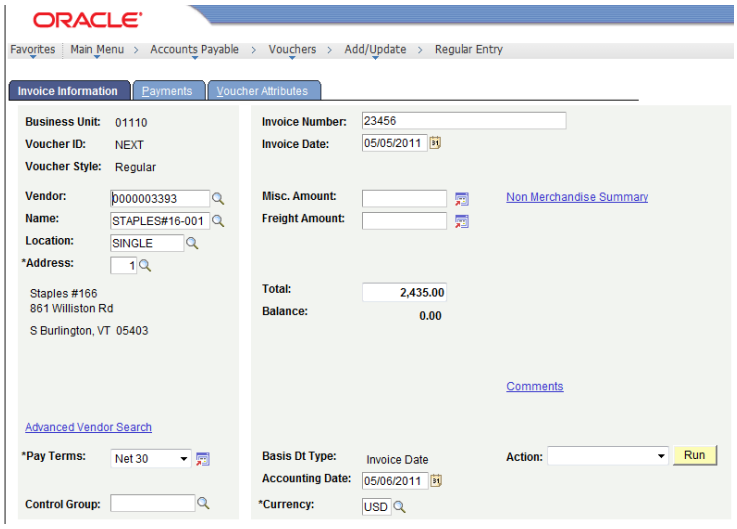
Enter Invoice Date

- As per the vendor's invoice

Enter Gross Invoice Amount



Click Add



The Invoice Information page loads. The following information defaults in:
Accounting Date = current date (this must never be changed manually),
Currency = USD,
Distribute by = Amount,
Ship To = default ship to location for your Business Unit,
GL Unit defaults in.

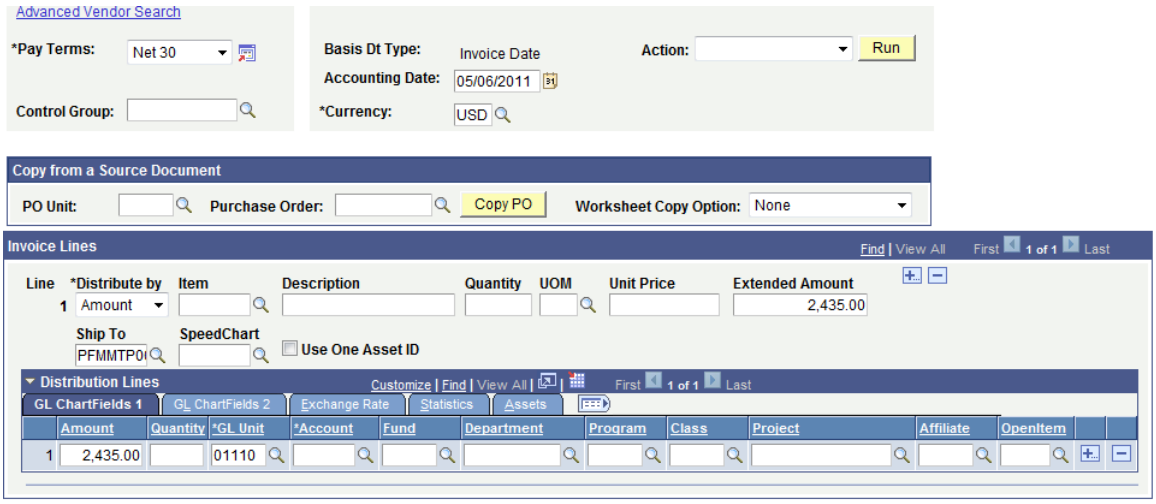
Enter Item

- Enter the BDA being used for this purchase. If you are unsure of the correct BDA number to be used, type "BDA" in the Item field and click the magnifying glass to list all BDAs. Select the correct BDA.
- A full list of BDAs, their numbers and uses can be found on the Office of Purchasing & Contracting website at: http://www.bgs.vermont.gov/purchasing-contracting/forms/bda

Enter Line Description

- Enter the description of what you are paying the invoice for.

- The description associated with the BDA will default into the Description field. (If your business process requires you to use the description field for some other purpose, you may type in a different description. After the voucher is saved, the description you type in will remain.)



Enter Amount under Distribution Lines

- Enter the full amount of the invoice if you are only using a single line and distribution or
- Enter the amount of the invoice that you are going to pay for only this line and/or distribution

Enter Account Number

- Enter the account number or
- Click on the magnifying glass to select from the list

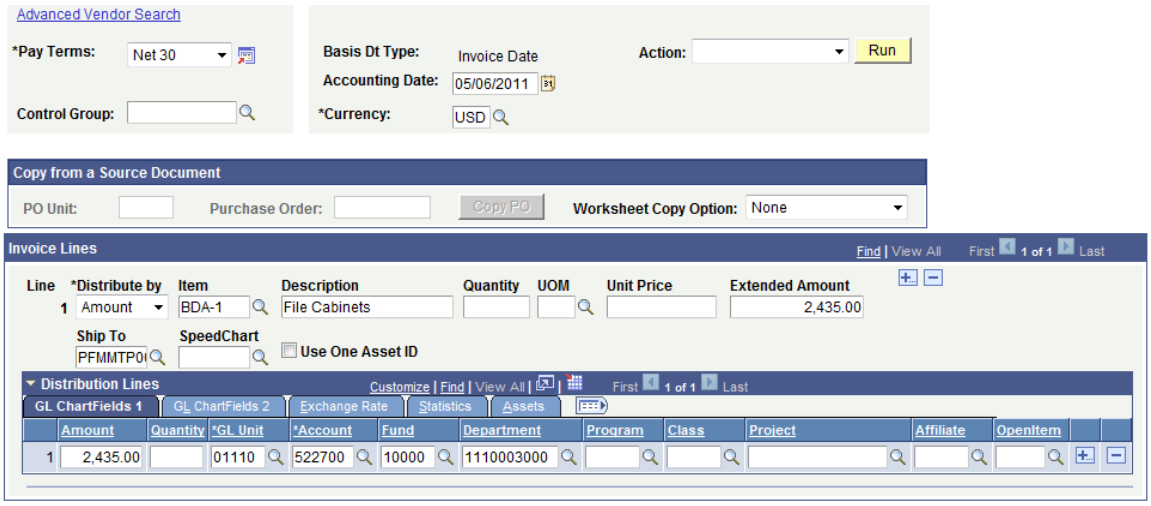
Enter Fund

- Enter the fund or
- Click on the magnifying glass to select from the list

Enter Dept ID

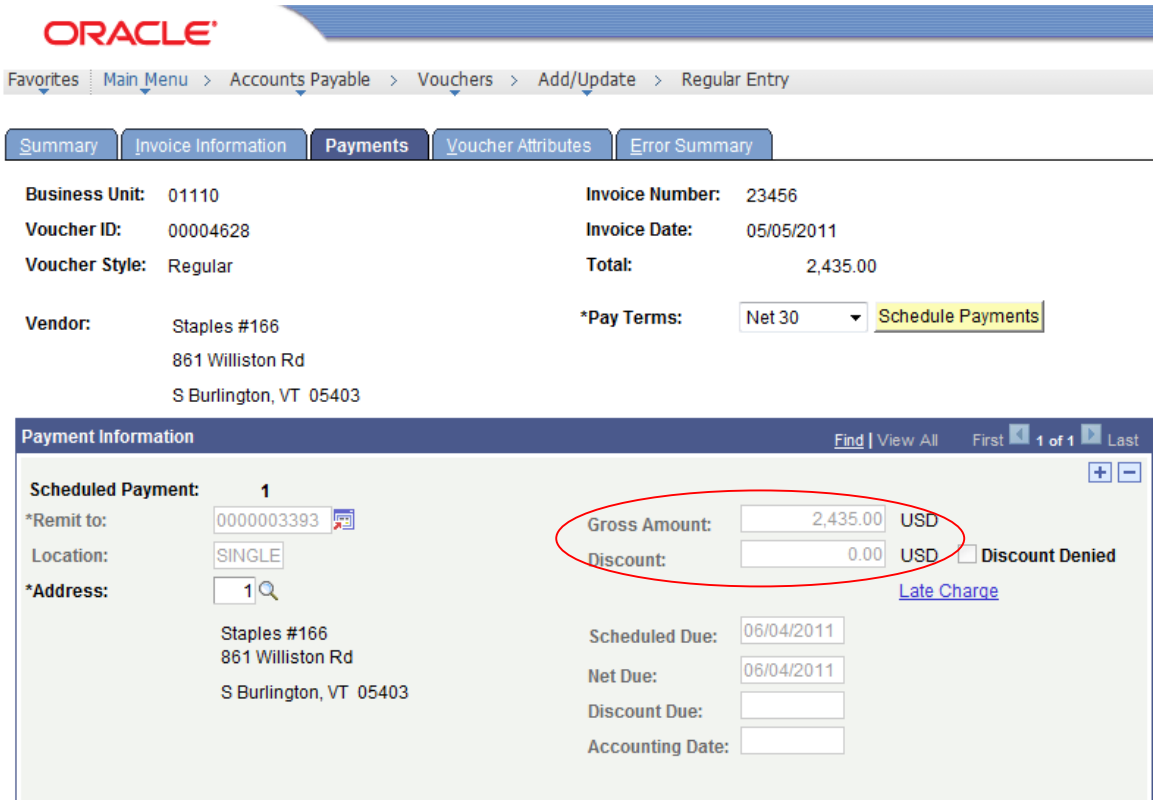
- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

Enter Program (If used by your department)
Enter Class (If used by your department)
Enter Project/Grant (If used by your department)



The page should now look similar to the one above.

Click on Payments Tab

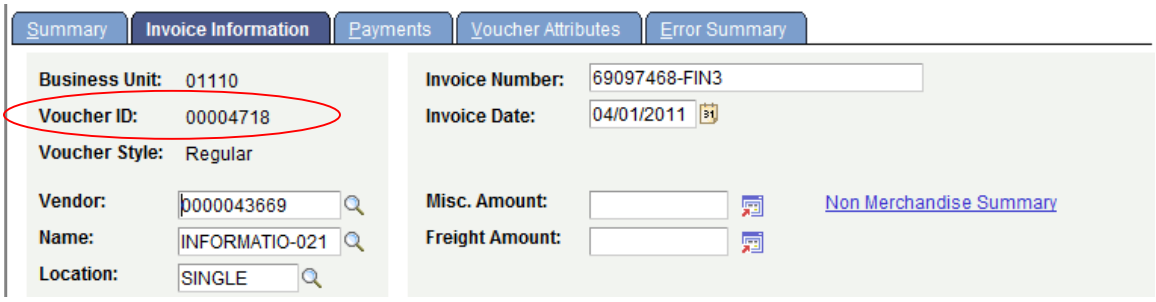


Review Payment information that defaulted in from the vendor.

<u>Note</u>: The address selected on the payment information page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

Click Save

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).



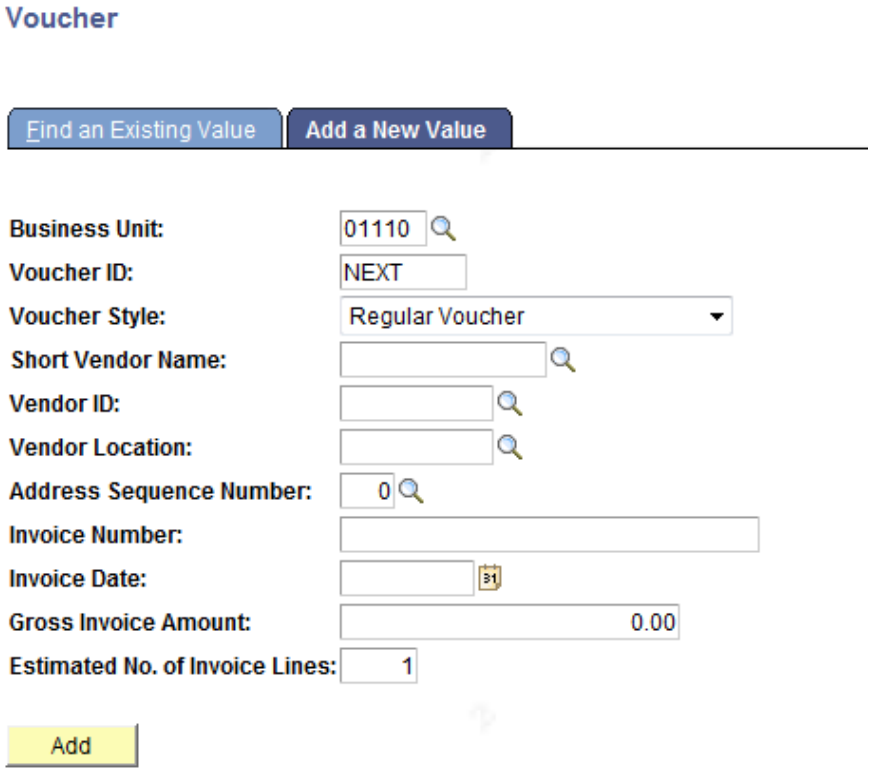
Enter a Regular Voucher with Split Funding

Situations when this function is used: A regular voucher is entered when you have an invoice to pay that is not associated with a Contract or Requisition. A regular voucher which needs to be paid using more than one fund or program will be paid for with split funding (shown in this exercise) will use multiple lines and/or multiple distributions.

Required Fields: **Vendor ID***
Vendor Name
Location
Address
Invoice Number*
Invoice Date*
Total Amount*
GL Unit
Account
Fund
Department ID
Pay Terms

The fields marked with an * should be filled in on the Add a New Value page. When the fields are filled and you click Add, the system will immediately let you know if a duplicate voucher has been detected. This saves time by identifying duplicate vouchers before entering all of the voucher information.

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry



Your default BU will appear in the Business Unit field, Voucher ID will default as NEXT, Voucher Style = Regular Voucher.

Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

Enter Vendor ID

- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

Note: If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/Update > Vendor

Enter Invoice Number

- Enter Vendor's Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a **"PY"**)

Note: If a vendor's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number

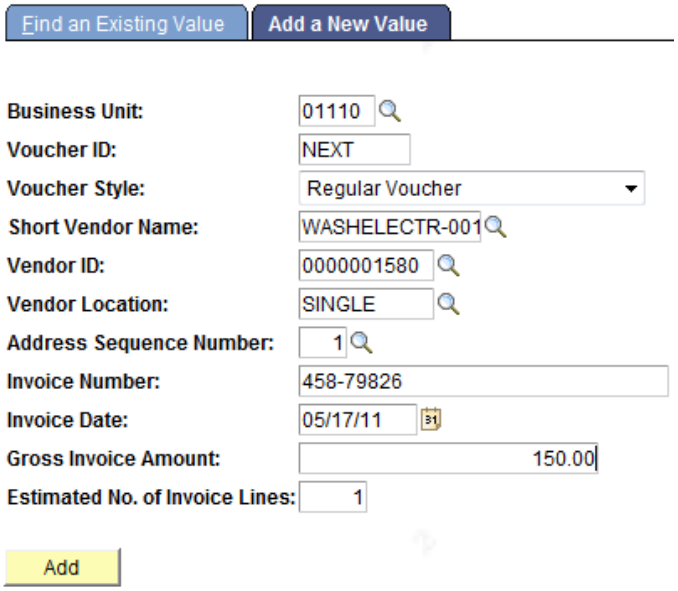
must be entered per the Agency of Administration's Bulletin 5 and Bulletin 5 Guidance and Procedures.

Enter Invoice Date

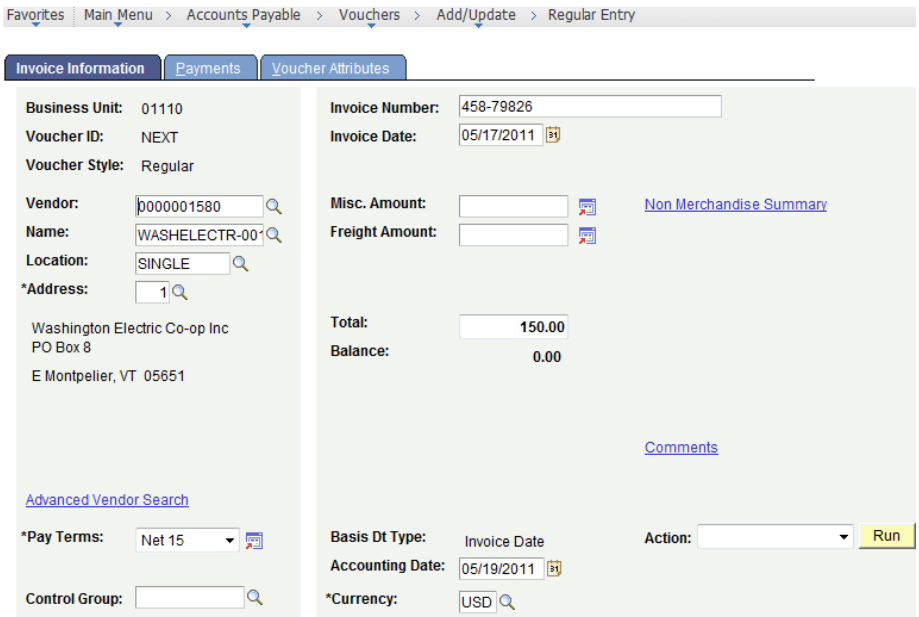
- As per the vendor's invoice

Enter Gross Invoice Amount

Voucher



Click Add



The Invoice Information page loads.

The following information defaults in:

Accounting Date = current date (this must never be changed manually),
Currency = USD,
Distribute by = Amount,
Ship To = default ship to location for your Business Unit,
GL Unit defaults in.

Enter Line Description

- Enter the description of what you are paying the invoice for

Enter Amount under Distribution Lines

- Enter the full amount of the invoice if you are only using a single line and distribution or
- Enter the amount of the invoice that you are going to pay for only this line and/or distribution

Enter Account Number

- Enter the account number or
- Click on the magnifying glass to select from the list

Enter Fund

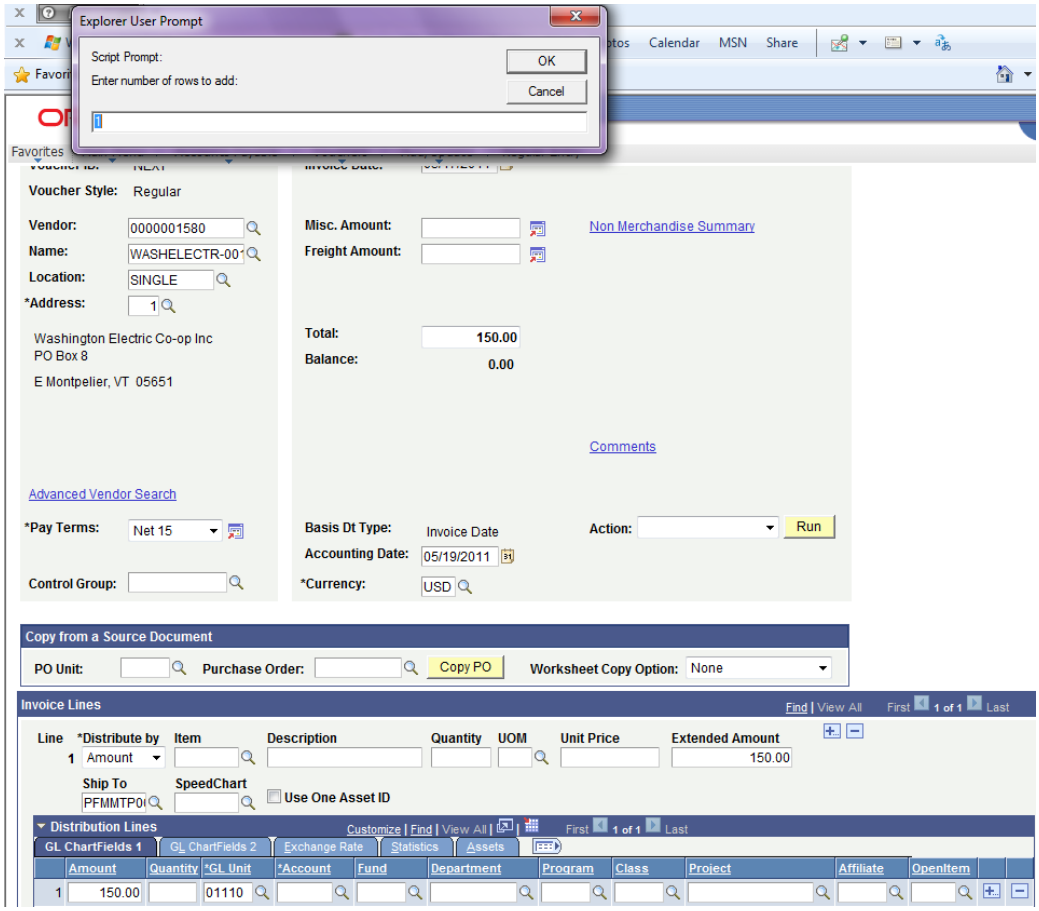
- Enter the fund or
- Click on the magnifying glass to select from the list

Enter Dept ID

- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

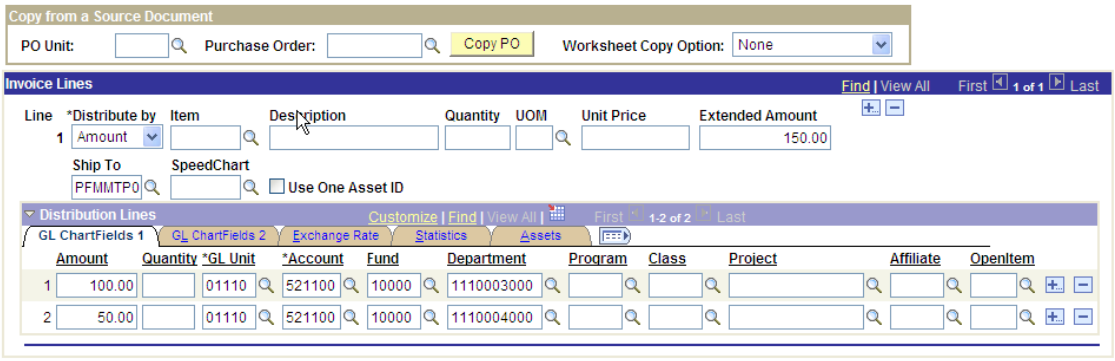
Enter Program *(If used by your department)*
Enter Class (*If used by your department*)
Enter Project/Grant (*If used by your department*)

Scroll all the way over to the right of the screen and click on the **+** box located at the end of the distribution line



A prompt box will open asking how many rows to add with a default of 1

Click OK or change the amount to the number of distribution lines that need to be added and click OK



Distribution Line 2 opens for Line 1 of the Voucher. The Amount field populates with the remaining amount that needs to be distributed. The GL Unit, Account, Fund, and Dept ID automatically populate with the same information as in distribution line 1.

Enter Account Number

- Allow default value to remain
- Enter a new account number or
- Click on magnifying glass to select from the list

Enter Fund

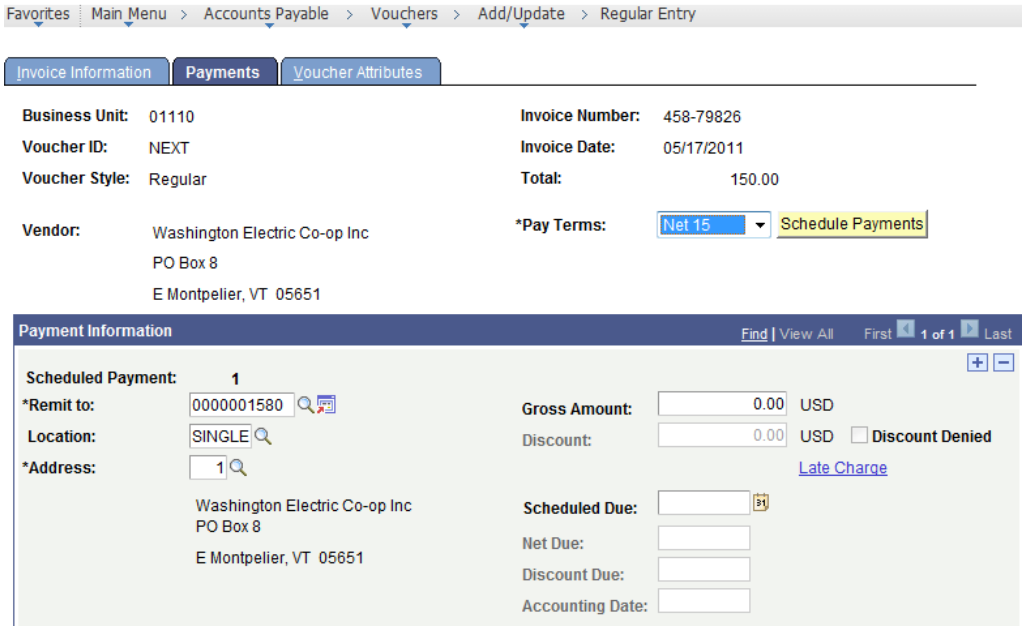
- Enter the fund or
- Click on the magnifying glass to select from the list

Enter Dept ID

- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

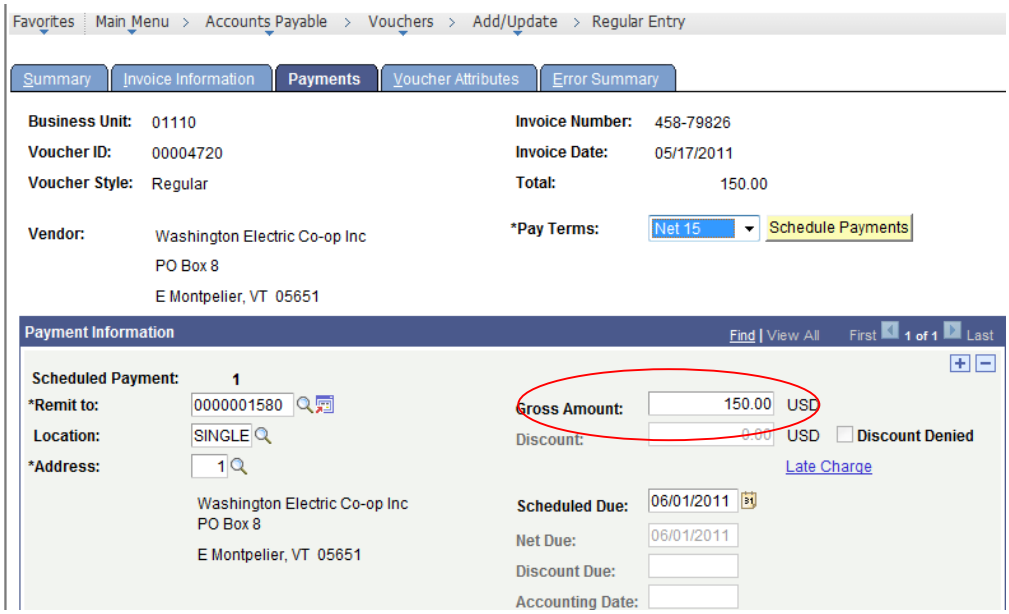
Enter Program (if used by your department)
Enter Class (if used by your department)
Enter Project/Grant (if used by your department)

Click on Payments Tab



Review Payment information that defaulted in from the vendor.

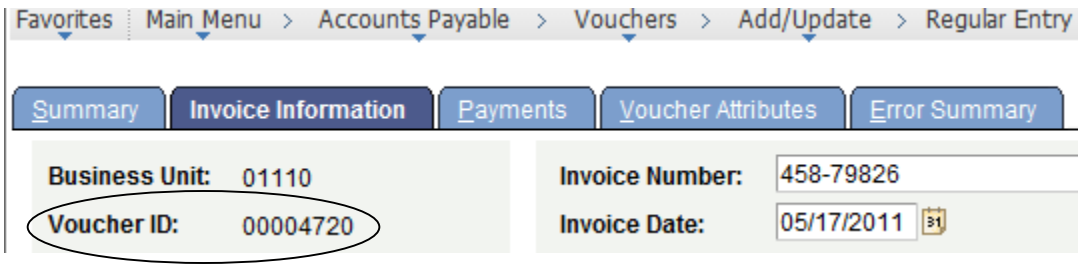
<u>Note</u>: Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.



Note: The address selected on the Payments page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

Click Save

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).



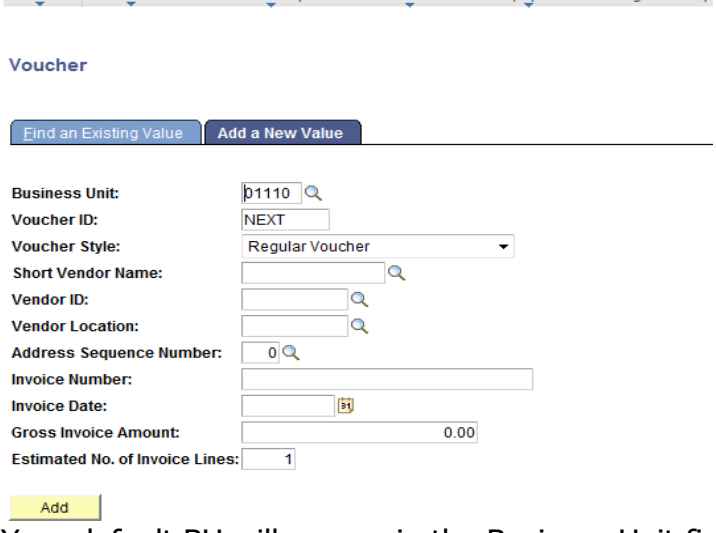
Enter a Purchase Order Voucher

Situations when this function is used: Purchase orders are created from a Requisition or to draw down on a contract. When the invoice is received, the information is copied from the purchase order into a voucher to pay the vendor.

Required Fields:

Vendor ID
Vendor Name
Location
Address
Invoice Number
Invoice Date
Total Amount
GL Unit
Account
Fund
Department ID
Pay Terms
PO Unit
Purchase Order Number
Distribute By
Description
Quantity
UOM
Unit Price
Ship To

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry



Your default BU will appear in the Business Unit field; Voucher ID will default as NEXT; Voucher Style defaults in as Regular Voucher.

Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

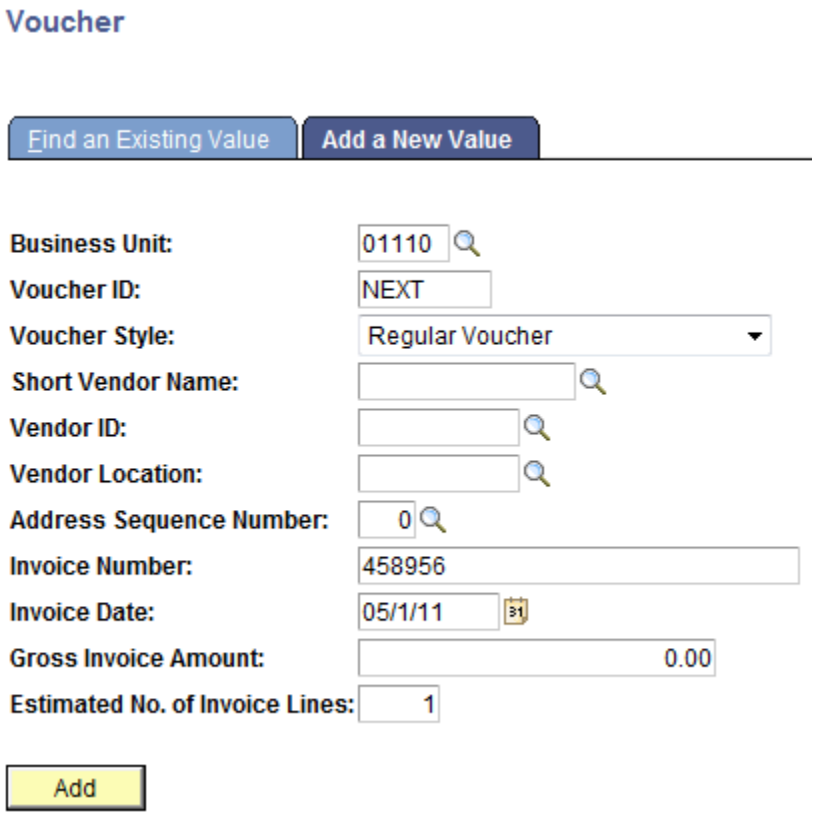
Enter Invoice Number

- Enter Vendor's Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a **"PY"**)

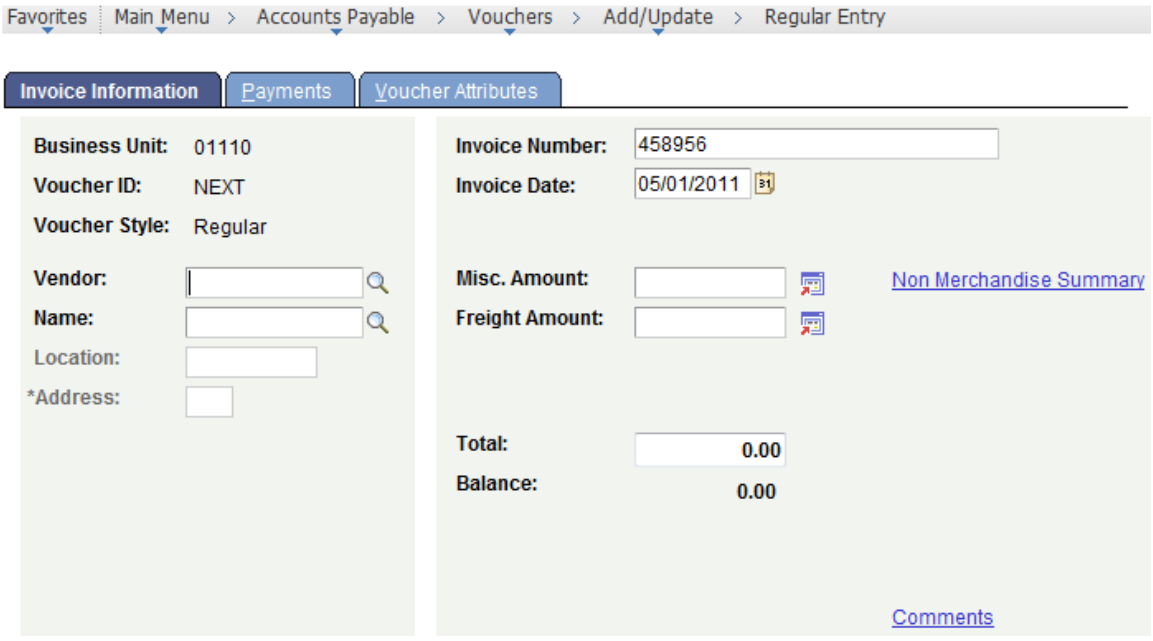
Note: If a vendor's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration's Bulletin 5 and Bulletin 5 Guidance and Procedures.

Enter Invoice Date

- As per the vendor's invoice

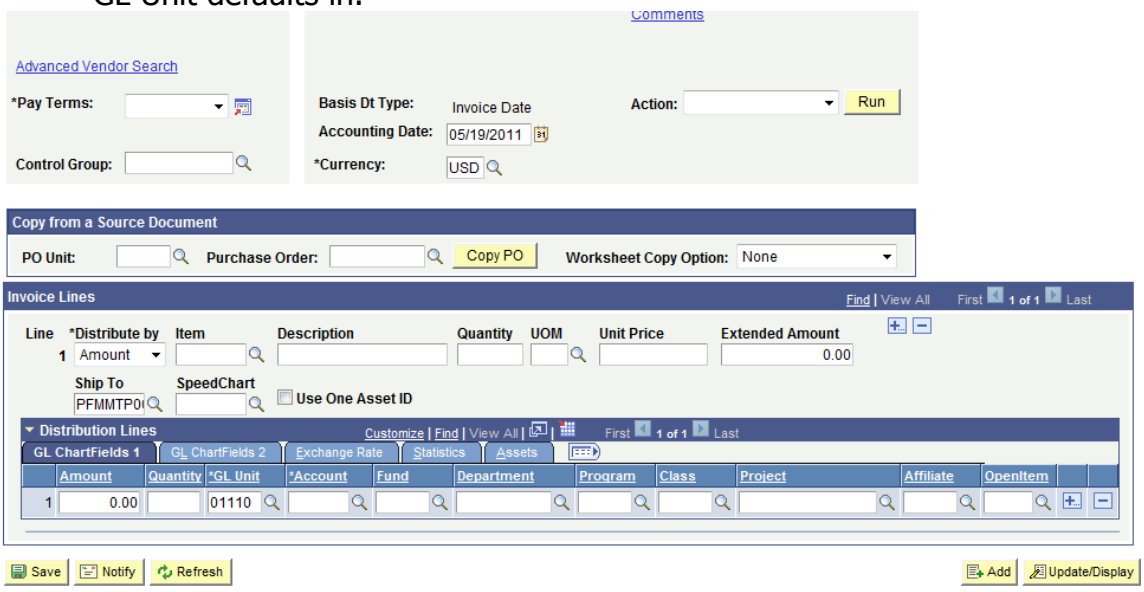


Click Add



The Invoice Information page loads. The following information defaults in:

Accounting Date = current date (this must never be changed manually),
Currency = USD,
Distribute by = Amount,
Ship To = default ship to location for your Business Unit,
GL Unit defaults in.



Under Copy from a Source Document

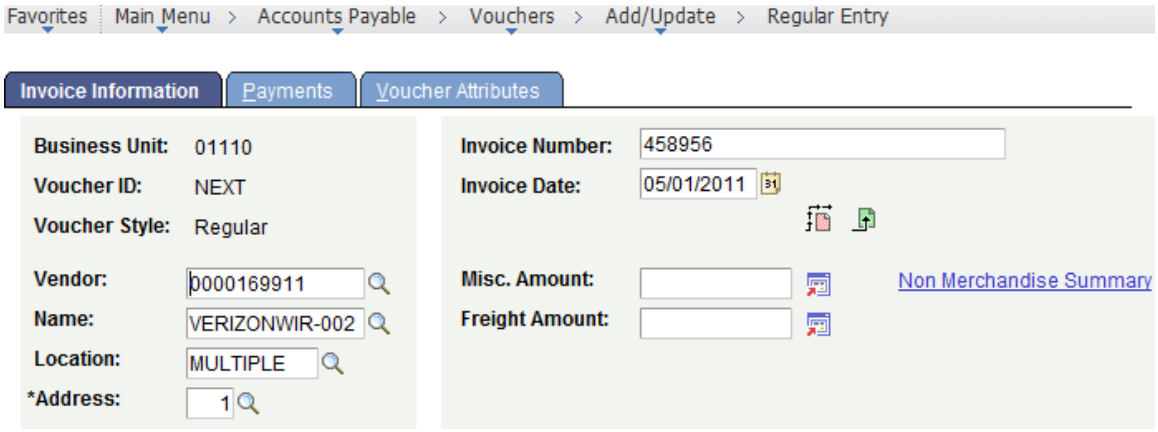
Enter PO Unit

- Or click on magnifying glass to select from the list

Enter Purchase Order number

- Enter the PO number that corresponds to the invoice and be sure to include the leading zero's
- Or click on magnifying glass to select from the list

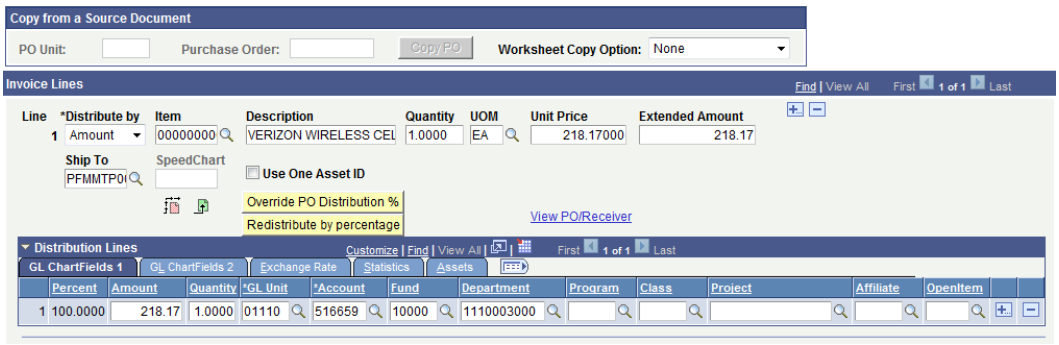
Click on Copy PO



The purchase order information is copied into the voucher. Vendor number, vendor address and the total amount default in from the purchase order. If you are not vouchering for the full amount of the purchase order, update amount to the amount of the invoice from vendor.

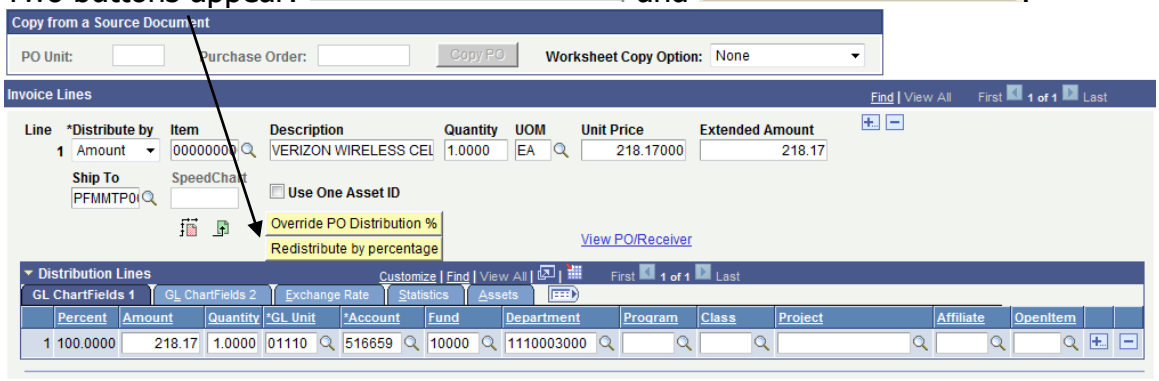
Review the Address information that defaulted in from the vendor. If the address should be changed click on the magnifying glass to select the correct address the payment should be sent to.

<u>Note</u>: Any changes to the address on the Invoice Information page must also be done on the Payments page. The address on the Payments page is the address the payment is sent to.



Payment terms default in. Under Invoice Lines Distribute by, Description, Quantity, UOM, Unit Price and Extended Amount load in from the purchase order. The Chart Field distribution is also populated from the purchase order.

Two buttons appear: Override PO Distribution % and Redistribute by percentage.



These buttons are used in the following ways:

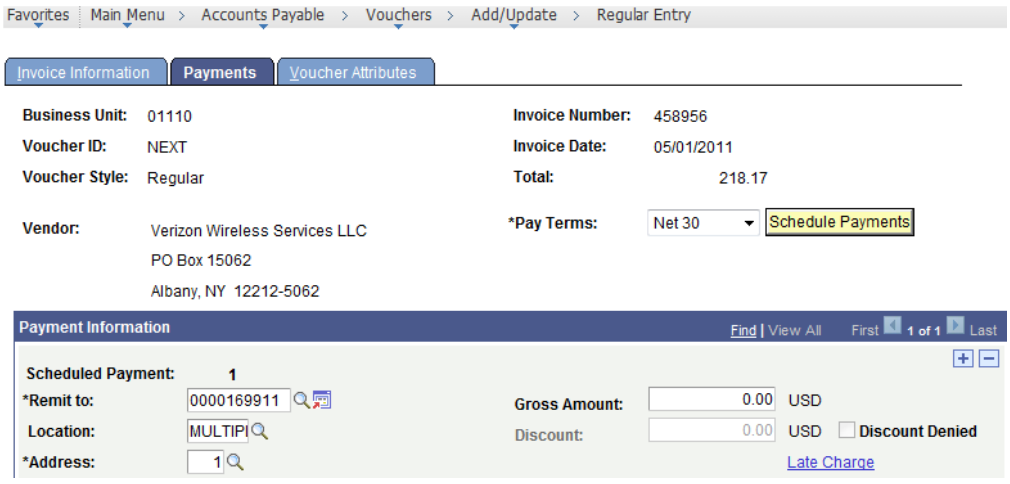
Override PO Distribution %

Click this button to override the purchase order percentages. After clicking the button, the Percentage column becomes available for edit. The totals entered must equal 100. Once reallocated, click the Allocate by Pct button to reallocate the expenses. This button only appears for vouchers created from purchase orders or receipts. This will only work if the voucher has a PO line with more than one distribution line.

Redistribute by percentage

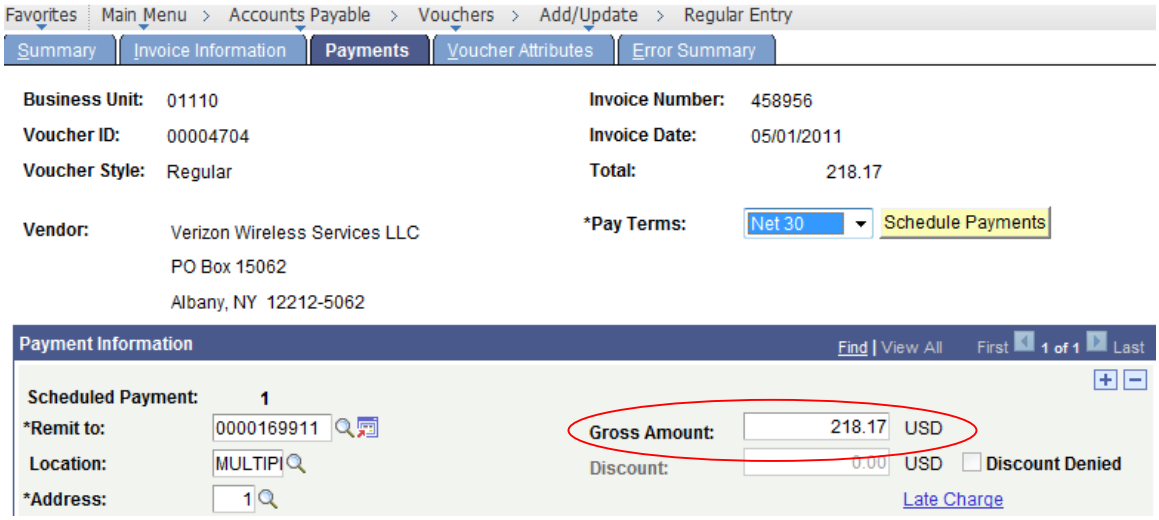
Click this button to reallocate the voucher line's quantity and amount over the distributions by the percentage copied forward from the purchase order. This button only appears for vouchers created from purchase orders or receipts. This will only work if the voucher has a PO line with more than one distribution line.

Click on Payments Tab



Review Payment information that defaulted in from the purchase order.

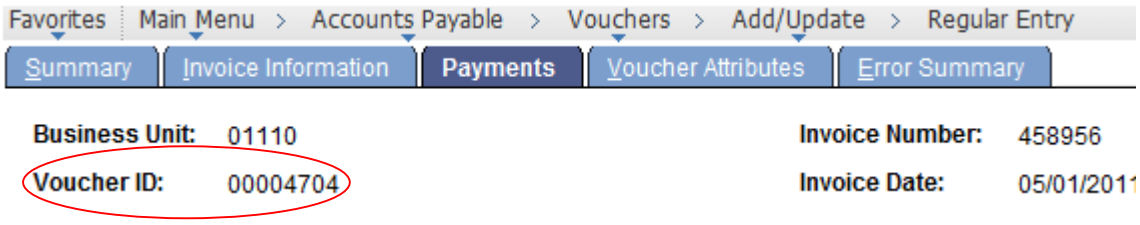
Note: Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.



Note: The address selected on the payment information page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

Click Save

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).

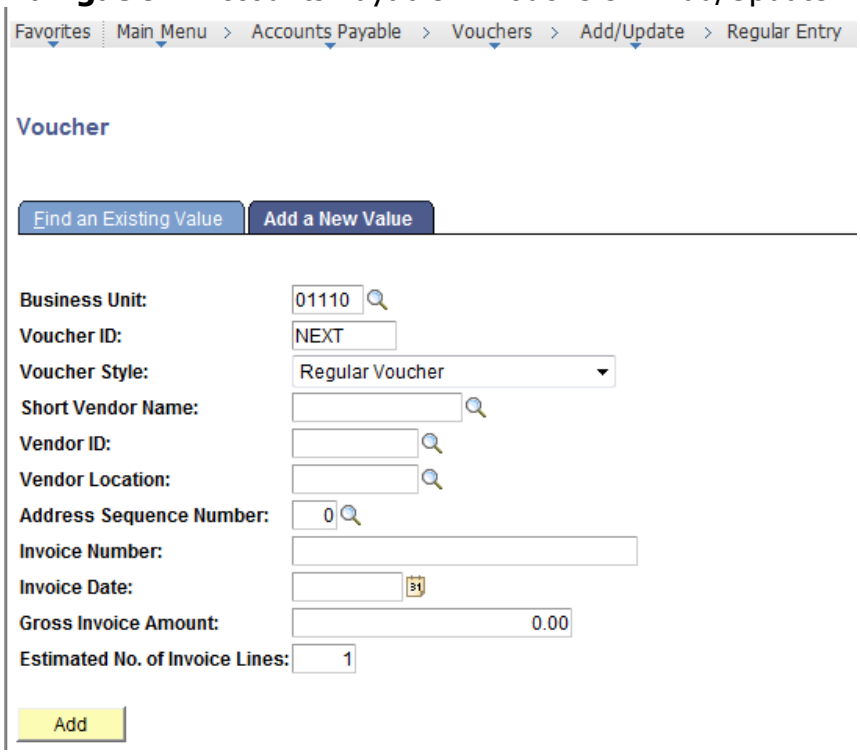


Enter PO Voucher – Use only some PO lines

Situations when this function is used: Purchase orders are created from a Requisition or to draw down on a contract. When the invoice is received, the information is copied from the purchase order into a voucher to pay the vendor. In some cases, the purchase order may have multiple invoices that need to be paid against it. The following directions show how to pay an invoice using only part of a purchase order.

Required Fields:
Vendor ID
Vendor Name
Location
Address
Invoice Number
Invoice Date
Total Amount
GL Unit
Account
Fund
Department ID
Pay Terms
PO Unit
Purchase Order Number
Distribute By
Description
Quantity
UOM
Unit Price
Ship To

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry



Your default BU will appear in the Business Unit field; Voucher ID will default as NEXT; Voucher Style defaults in as Regular Voucher.

Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

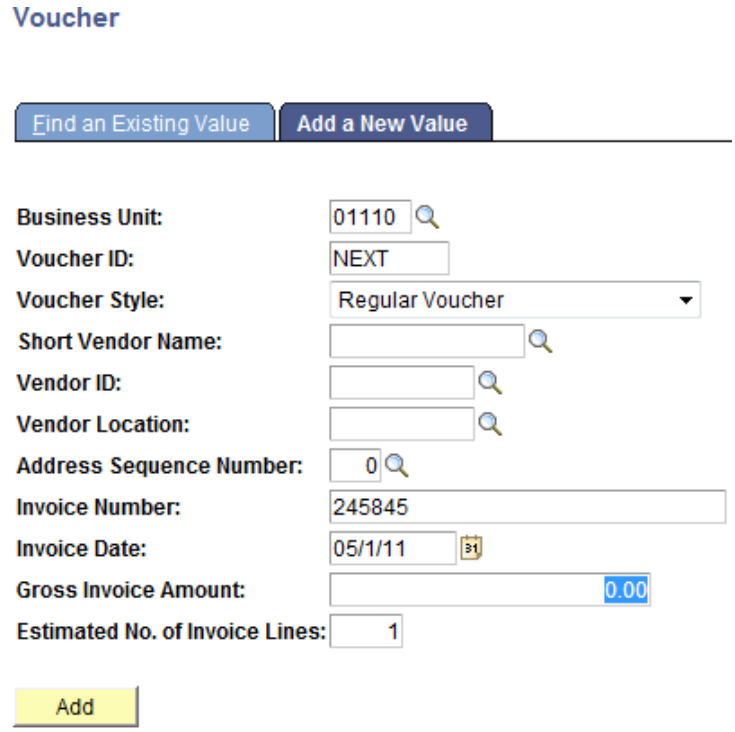
Enter Invoice Number

- Enter Vendor's Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a **"PY"**)

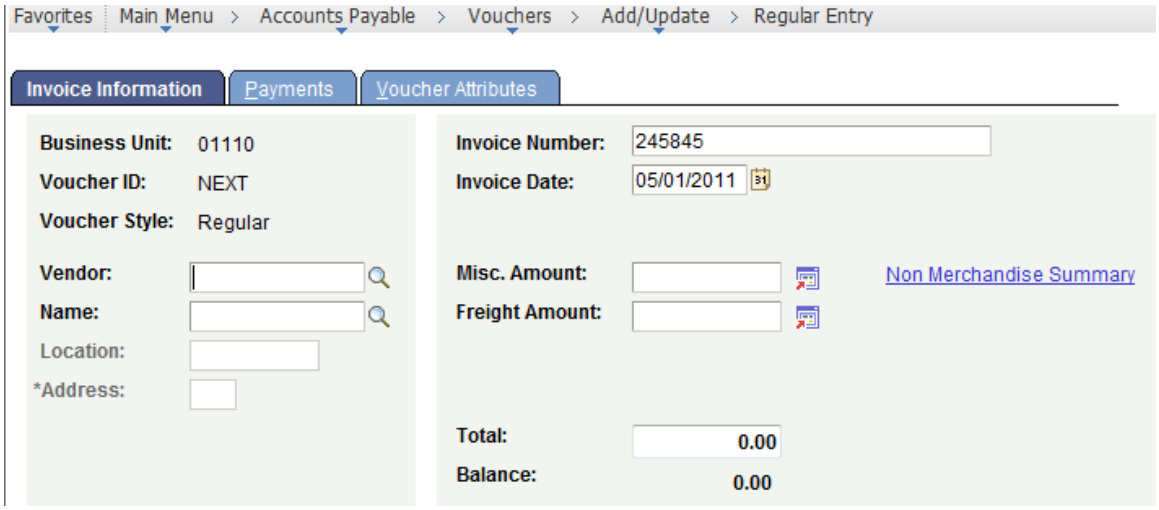
Note: If a vendor's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration's Bulletin 5 and Bulletin 5 Guidance and Procedures.

Enter Invoice Date

- As per the vendor's invoice

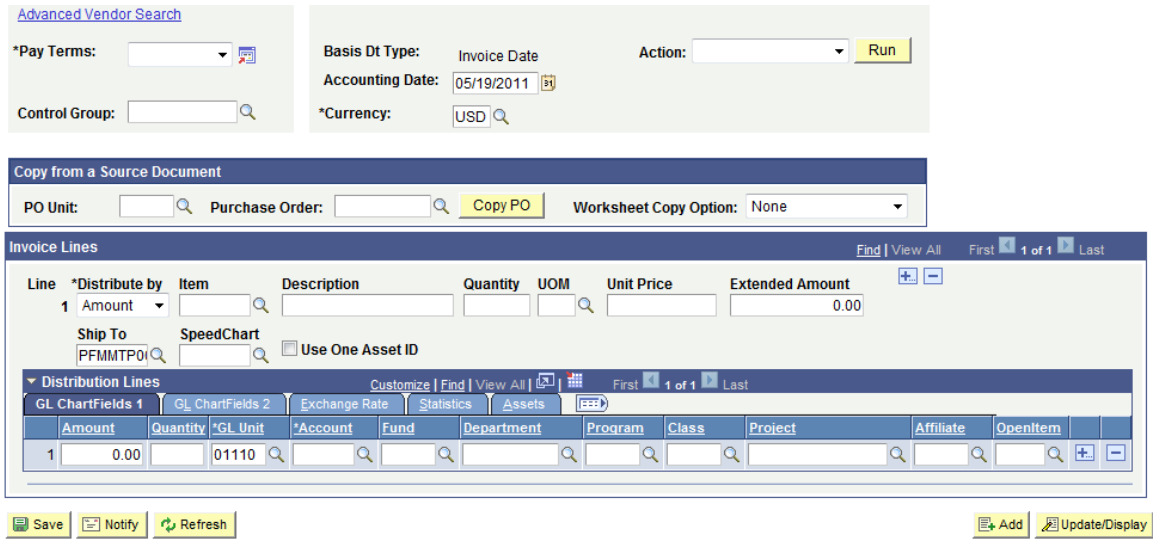


Click Add



The Invoice Information page loads. The following information defaults in:

Accounting Date = current date (this must never be changed manually),
Currency = USD,
Distribute by = Amount,
Ship To = default ship to location for your Business Unit,
GL Unit defaults in.

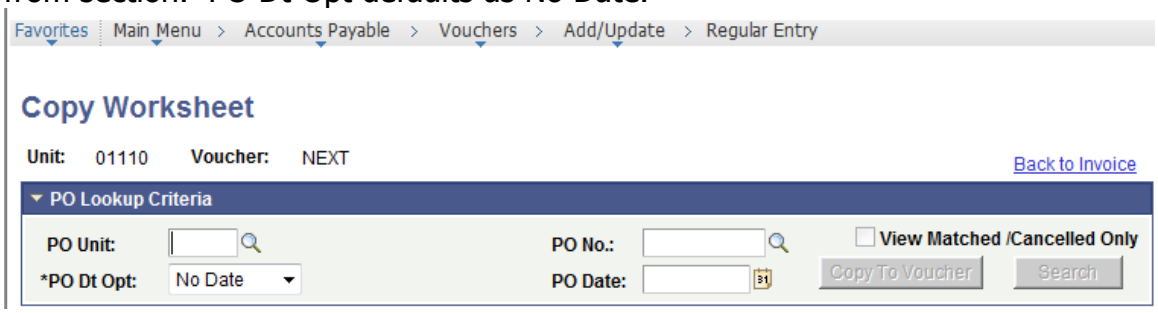


Under Copy from a Source Document

Click on Dropdown to the right of Worksheet Copy Option

- Choose Purchase Order only

Copy Worksheet page opens. PO Unit defaults in with the unit entered in Copy from section. PO Dt Opt defaults as No Date.



Enter PO Unit

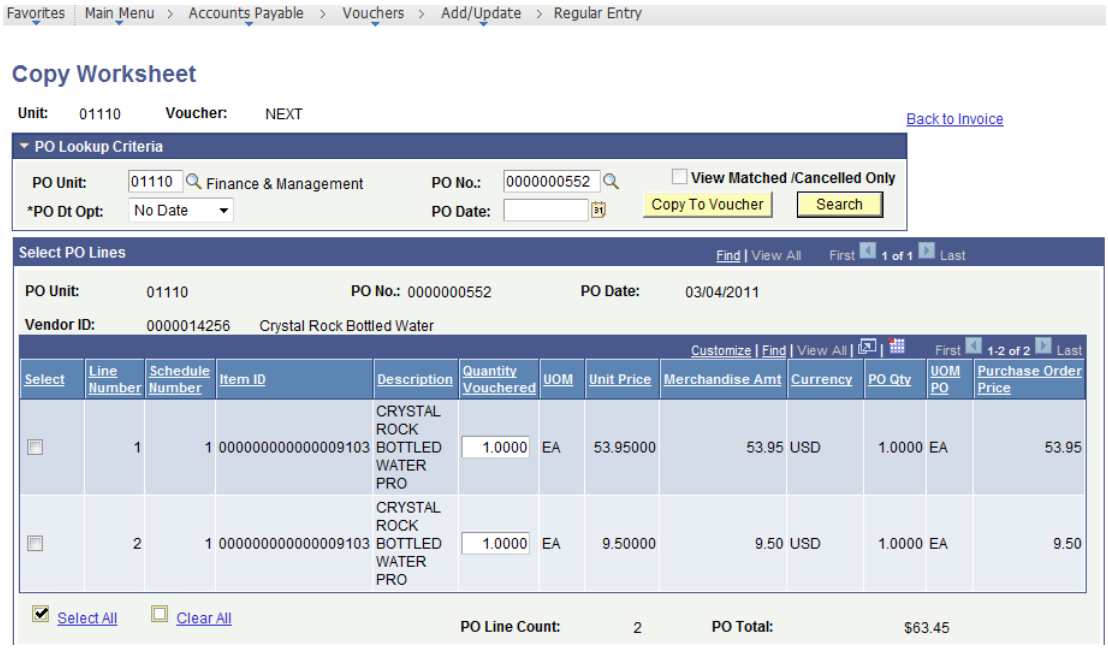
- Or click on magnifying glass to select from the list

Enter Purchase Order number

- Enter the PO number that corresponds to the invoice and be sure to include the leading zero's

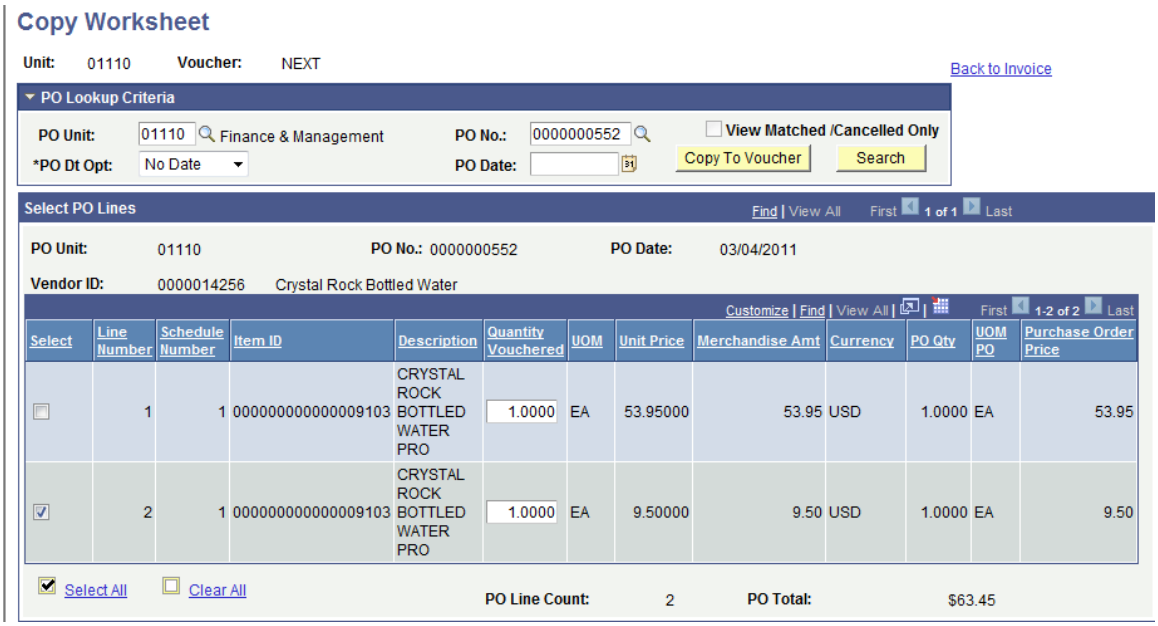
- Or click on magnifying glass to select from the list

Click Search

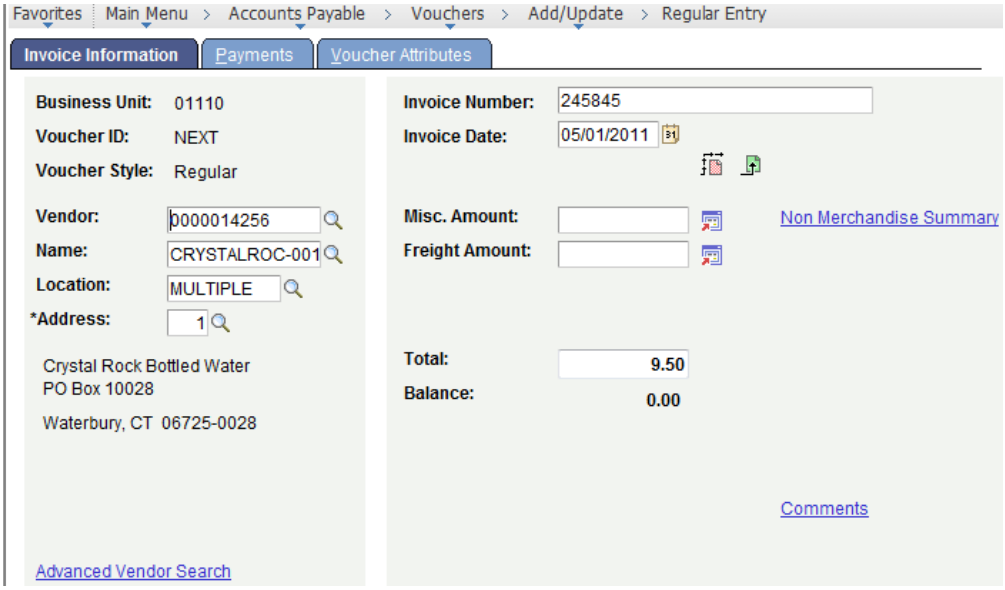


Select PO Lines opens. All of the lines on the purchase order are listed.

Select the line or lines of the Purchase Order that you are paying on the voucher by clicking on the Select box next to the line number.



Click on Copy to Voucher



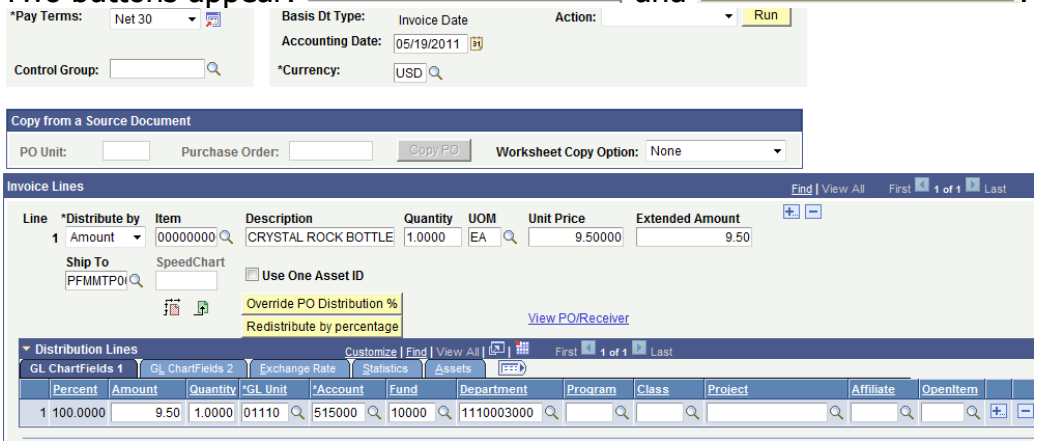
The purchase order information for the line selected is copied into the voucher. Vendor number, vendor address and the total amount default in from the purchase order.

Review the Address information that defaulted in from the vendor. If the address should be changed, click on the magnifying glass to select the correct address the payment should be sent to.

Note: Any changes to the address on the Invoice Information page must also be done on the Payments page. The address on the Payments page is the address the payment is sent to.

Payment terms default in. Under Invoice Lines Distribute by, Description, Quantity, UOM, Unit Price and Extended Amount load in from the purchase order. The Chart Field distribution is also populated from the purchase order.

Two buttons appear: Override PO Distribution % and Redistribute by percentage.



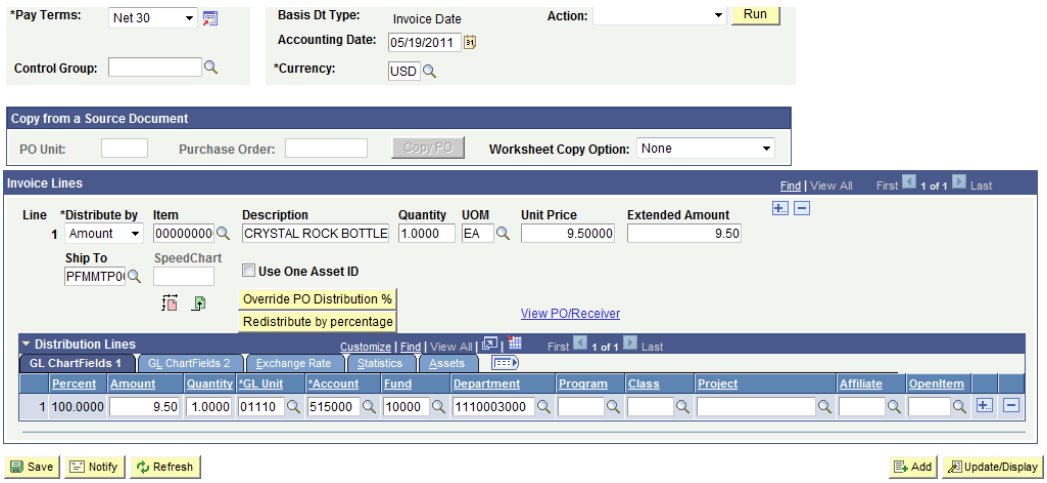
These buttons are used in the following ways:

Override PO Distribution %

Click this button to override the purchase order percentages. After clicking the button, the Percentage column becomes available for edit. The totals entered must equal 100. Once reallocated, click the Allocate by Pct button to reallocate the expenses. This button only appears for vouchers created from purchase orders or receipts. This will only work if the voucher has a PO line with more than one distribution line.

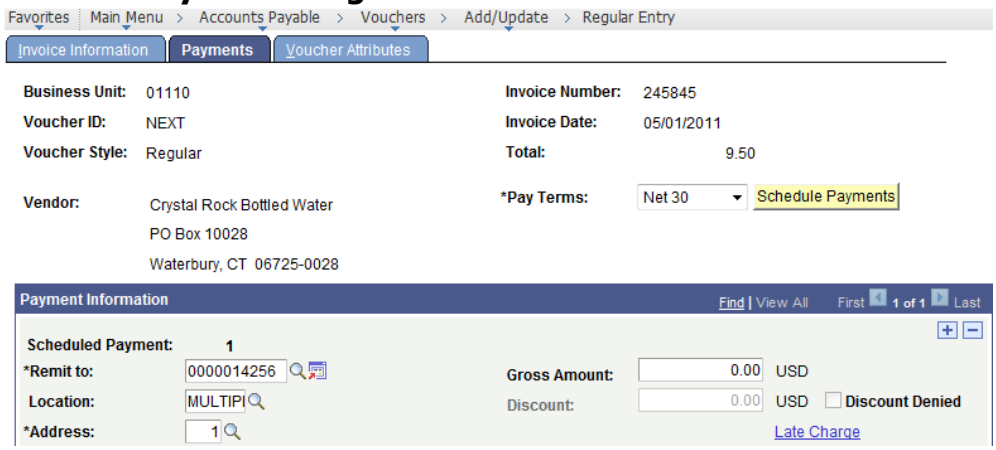
Redistribute by percentage

Click this button to reallocate the voucher line's quantity and amount over the distributions by the percentage copied forward from the purchase order. This button only appears for vouchers created from purchase orders or receipts. This will only work if the voucher has a PO line with more than one distribution line.



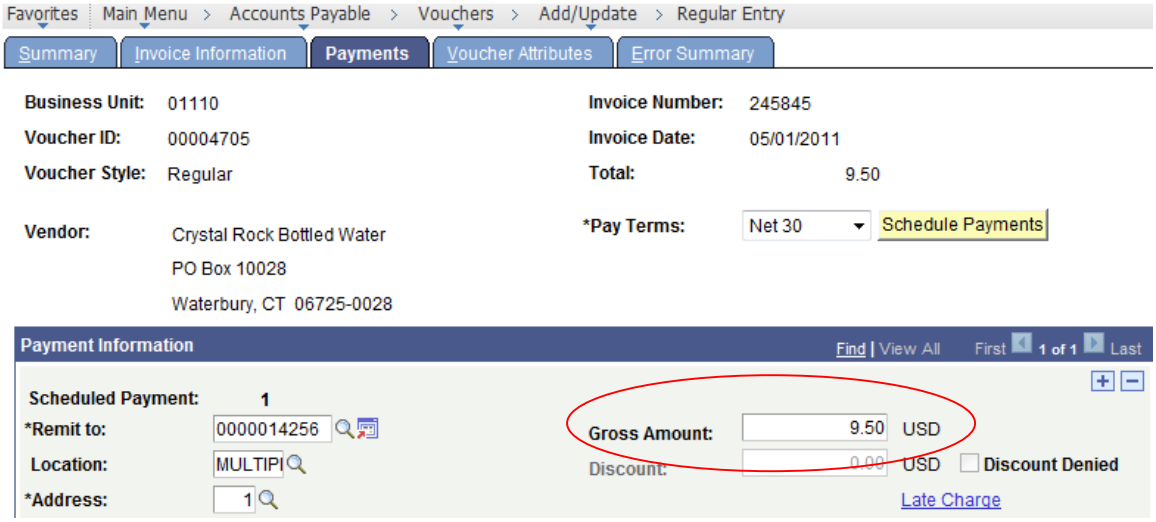
Payment terms default in. Under Invoice Lines Distribute by, Description, Quantity, UOM, Unit Price and Extended Amount load in from the purchase order. The Chart Field distribution is also populated from the purchase order.

Click on Payments Page



Review Payment information that defaulted in from the purchase order.

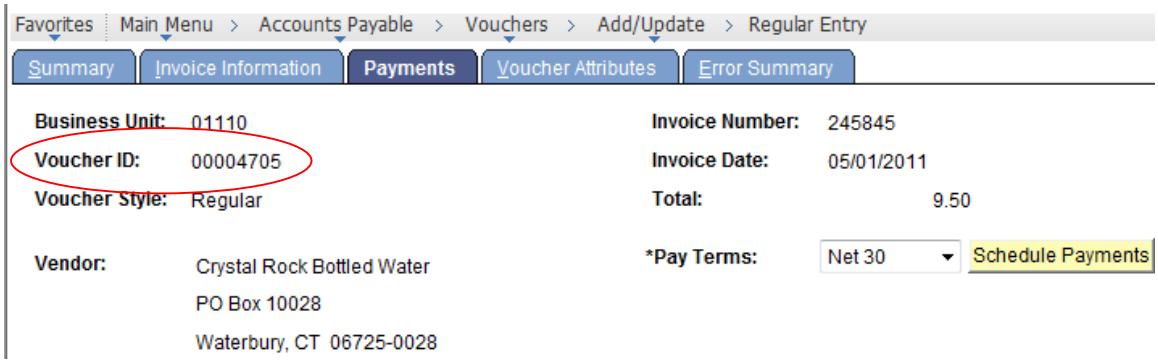
Note: Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.



Note: The address selected on the payment information page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

Click Save

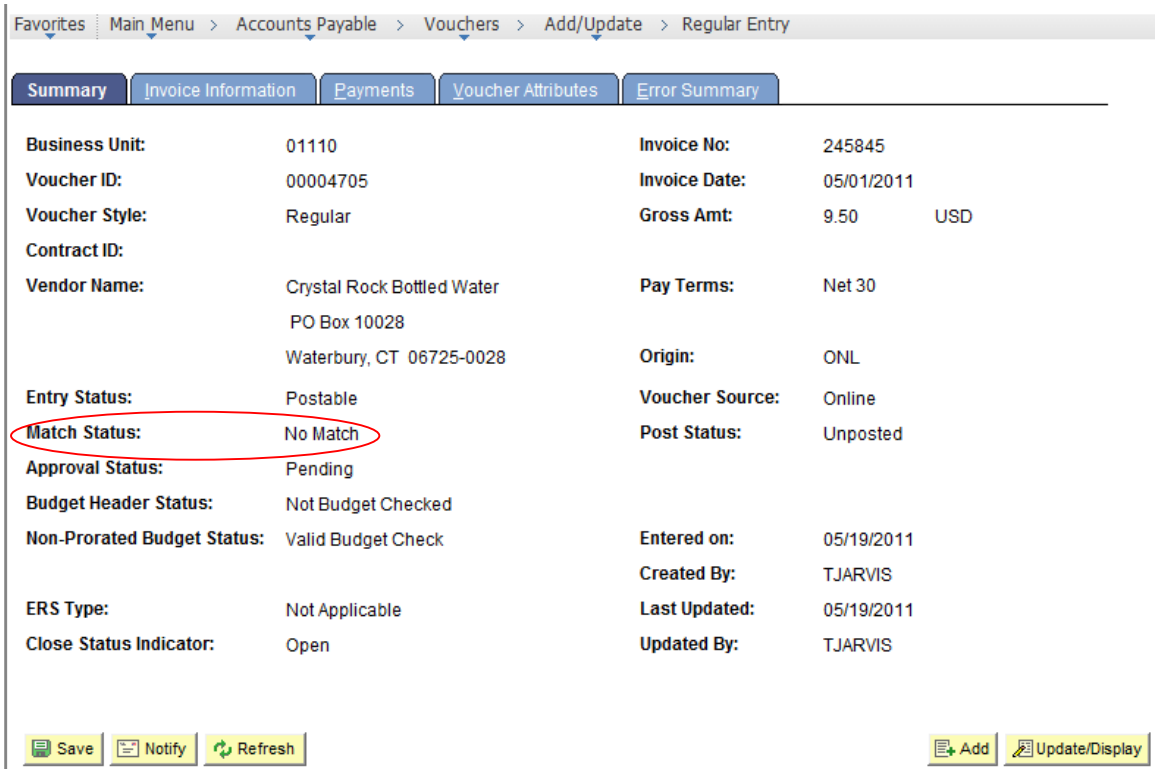
- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).



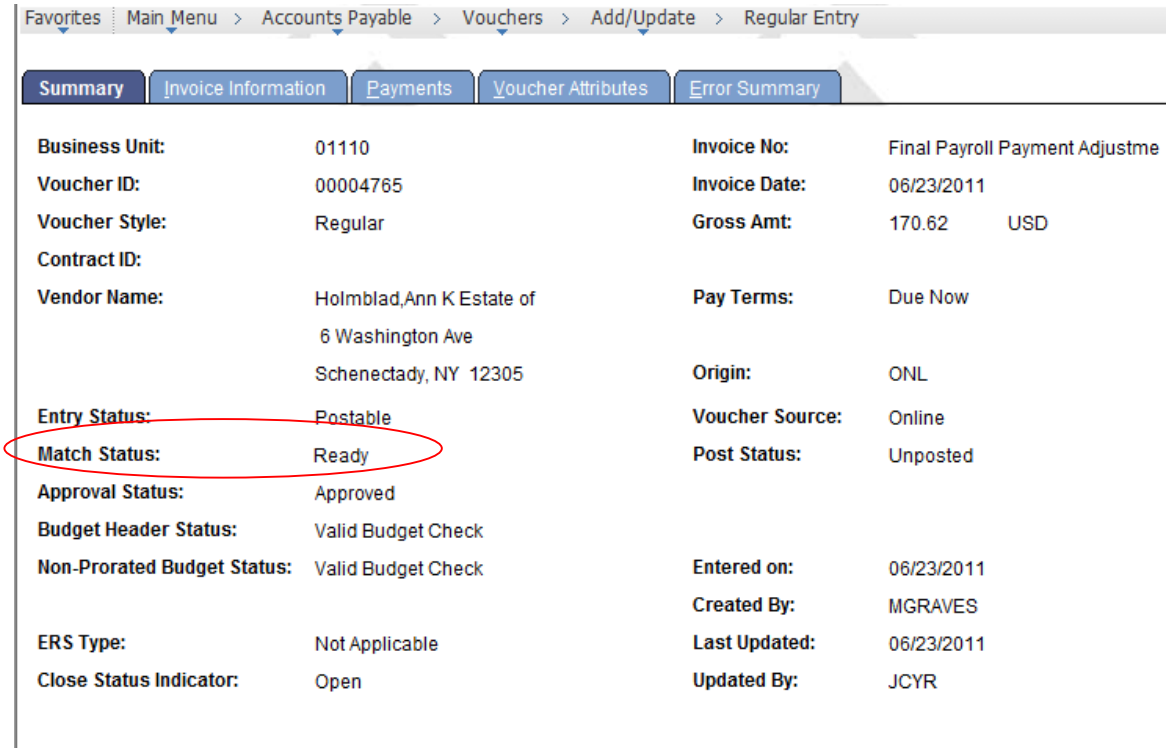
Matching Purchase Order Vouchers

Situations when this function is used: Some departments have two-way matching turned on which compares vouchers and purchase orders. If a department has two-way matching turned on vouchers will need to be "matched" with purchase orders before they can be approved.

Matching is run as a daily overnight batch process. Matching can also be run manually as a batch process for a business unit or several vouchers or online for one voucher.



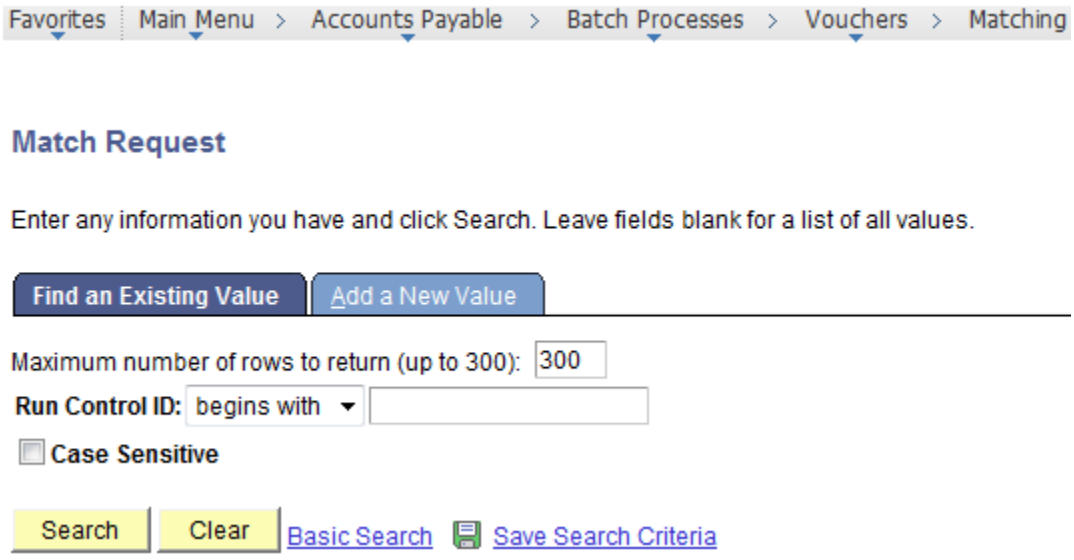
Departments that do not have two-way matching turned on show a Match Status = No Match on the voucher Summary page.



Departments with two-way matching turned on show a Match Status = Ready. Matching will need to be run successfully before this voucher can be approved.

Matching as a Batch Process:

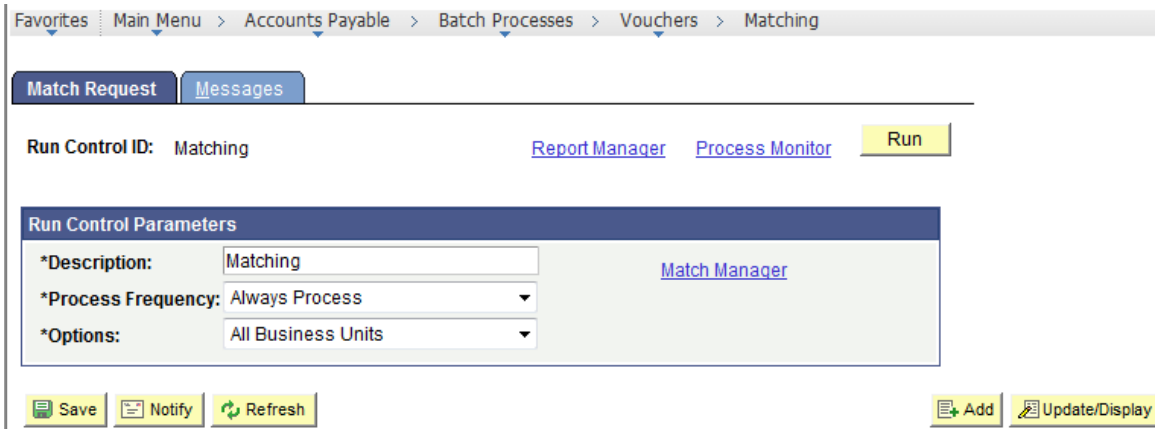
Navigation: Accounts Payable >Batch Processes > Vouchers > Matching



Click on Add a New Value

Enter a Run Control ID

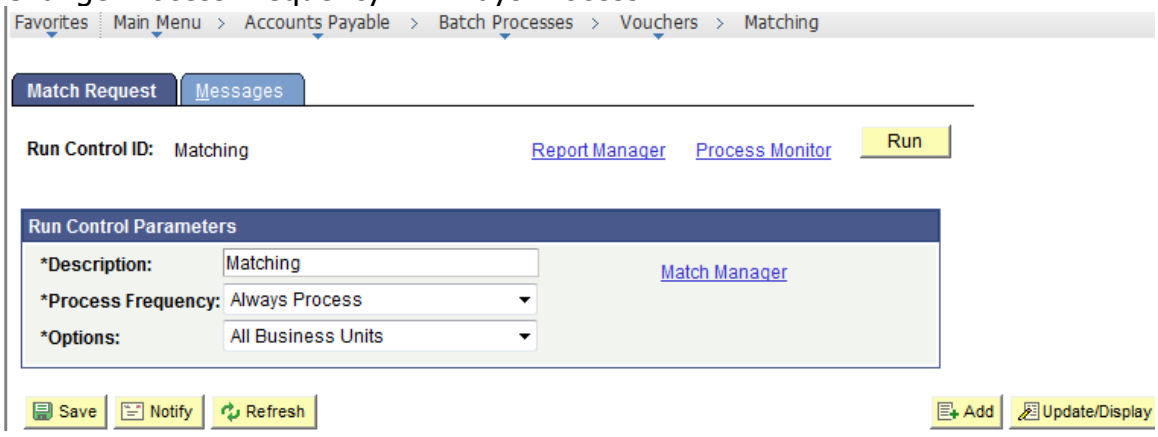
Click Add



Match Request page opens

Enter Description

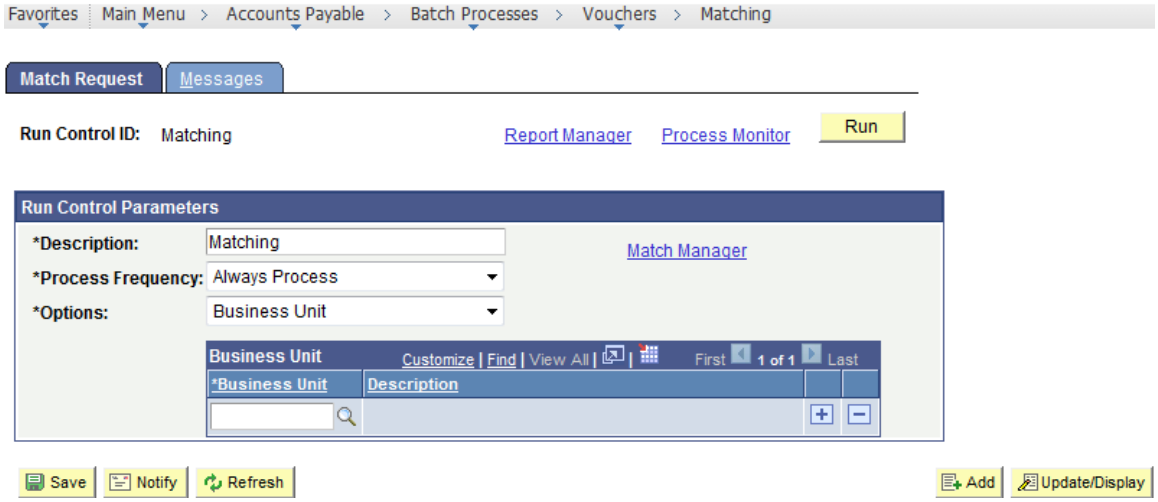
Change Process Frequency = Always Process



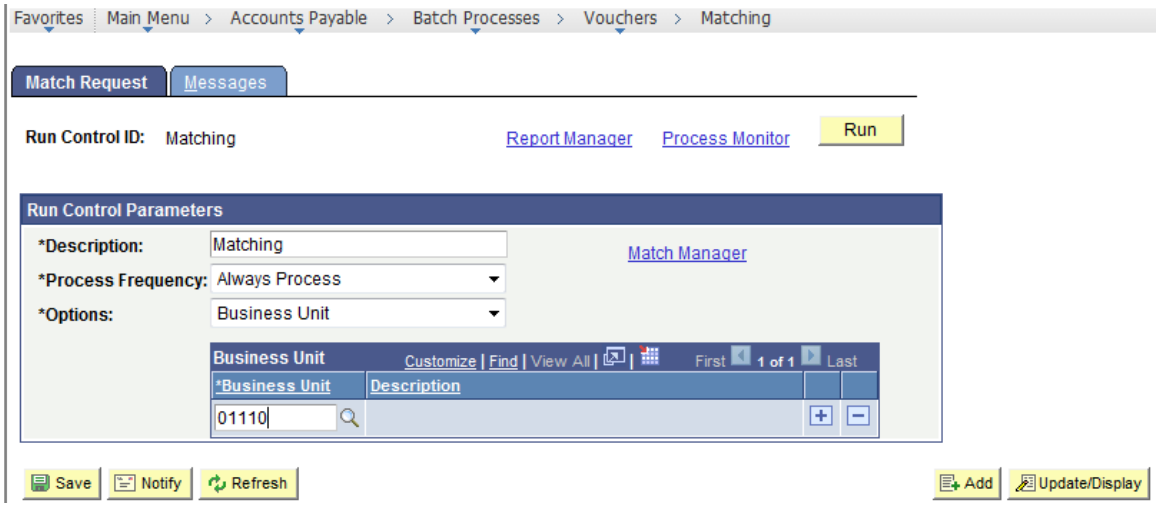
Click on the drop down arrow next to Options

- If Business Unit is chosen, then matching will process all vouchers within the business unit that are ready to be matched.
- If Voucher is chosen, then matching will process specific vouchers that are input into the criteria.

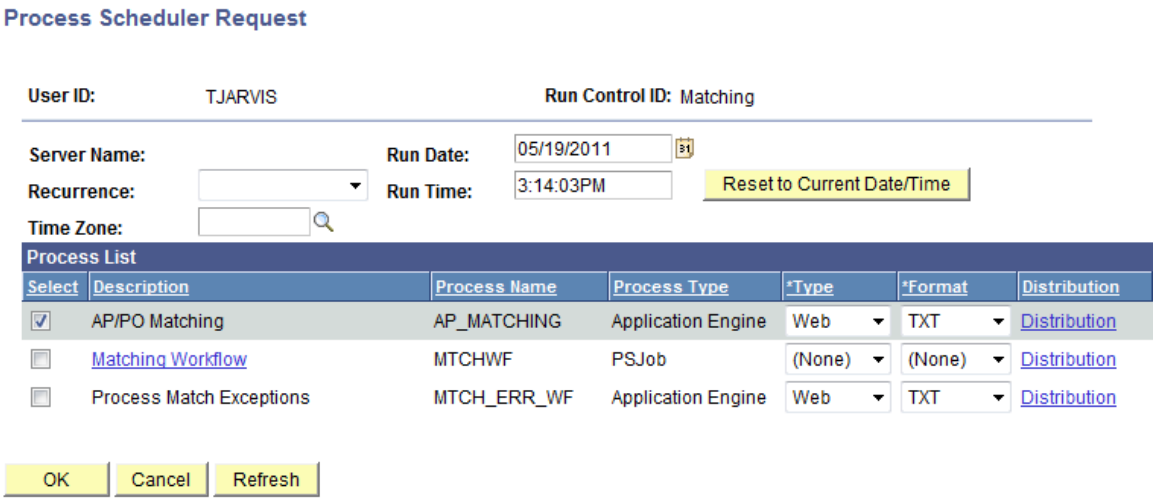
NOTE: NEVER choose All Business Units. This would run matching for all business units in the State.



Enter Business Unit that matching should be run for.

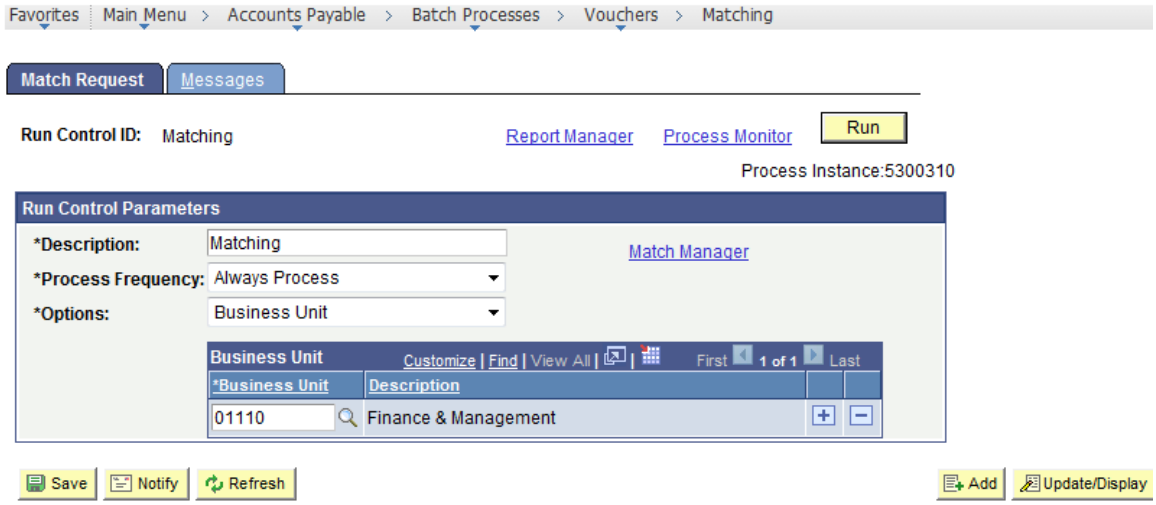


Click Run

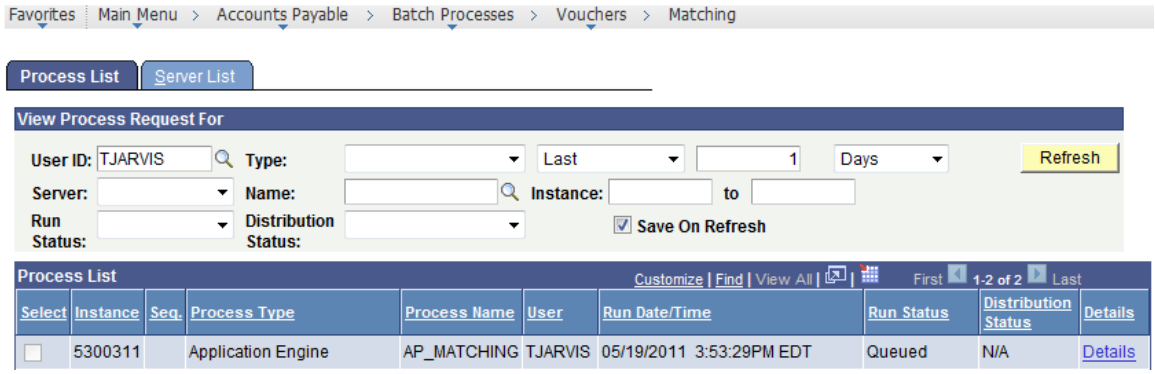


Click on the ☐ box next to the Description of AP/PO Matching

Click OK

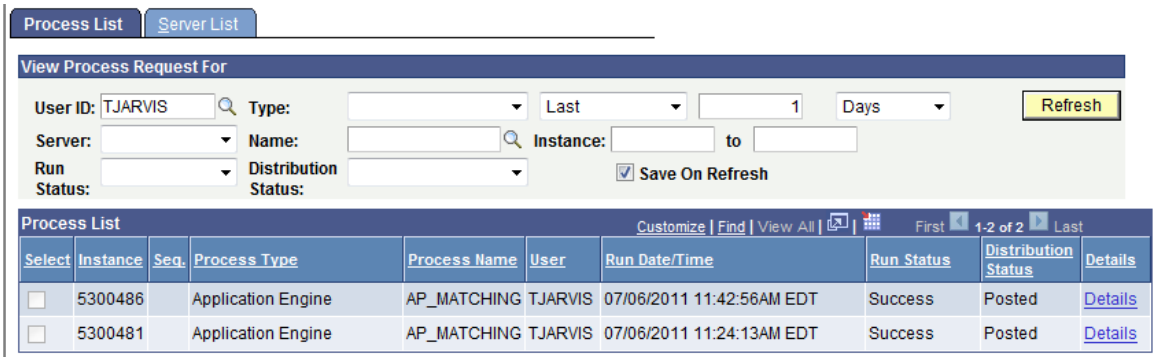


Click on the Process Monitor link

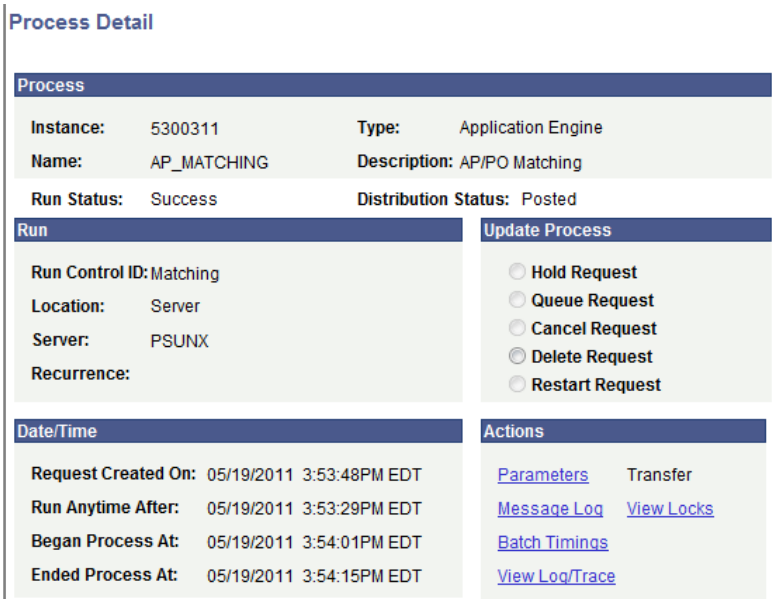


Click Refresh until the Run Status = Success and the Distribution Status = Posted

Click on the Details link



Click on the Message log link



Message Log

Process

Instance:	5300486	**Type:**	Application Engine
Name:	AP_MATCHING	**Description:**	AP/PO Matching

Customize | Find | View All | First 1-4 of 4 Last

Severity	Log Time	Message Text	Explain
10	11:43:38AM	All business units had 1 Vouchers to match.	Explain
10	11:43:57AM	Vouchers matched successfully: 0, with errors: 1	Explain
	11:44:12AM	Published message with ID cb8f4422-a7e6-11e0-8d52-e6ac2155df6 to create entry in folder GENERAL.	Explain
	11:44:12AM	Successfully posted generated files to the report repository	Explain

The message log tells you how many vouchers were selected to match and then how many vouchers matched successfully and how many had errors.

In this example, 0 vouchers matched successfully, and 1 with errors.

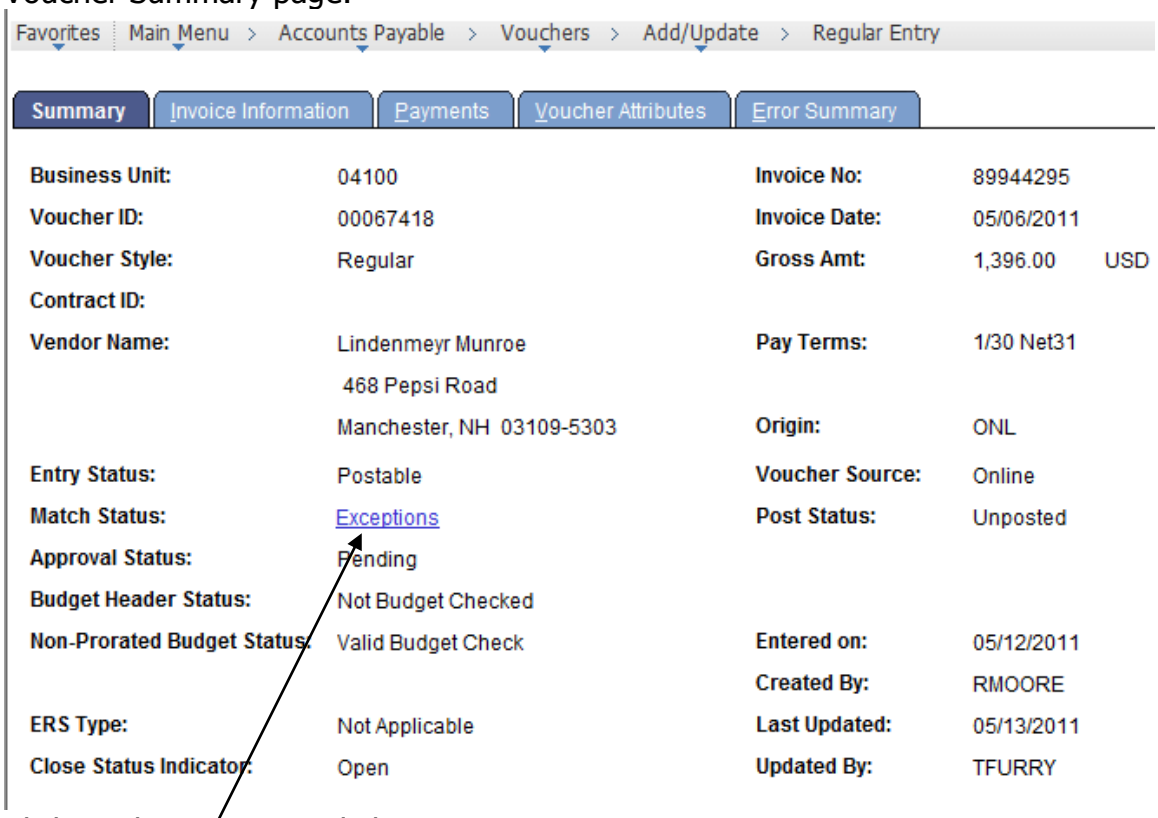
To find the voucher(s) that has a matching error run the VT_MER_VCHRS_NOT_POSTED query.

	A	B	C	D	E	F	G	H	I	J	
1	AP Vouchers not posted										
2	GL Unit	AP Unit	Acctg Date	Voucher ID	User ID	Close Status	Entry Status	Post Status	Match Status	Budget Checking Status	Approval Status
3	02140	02140	5/13/2011	00162526	HMORSE	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
4	02140	02140	5/13/2011	00162527	HMORSE	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
5	01160	01168	5/13/2011	00127999	SFULLER	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
6	02140	02140	5/13/2011	00162528	HMORSE	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
7	01160	01168	5/13/2011	00128000	SFULLER	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
8	03460	03460	5/13/2011	00124570	SKELLEY	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
9	02140	02140	5/13/2011	00162559	HFLOWERS	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
10	03460	03460	5/13/2011	00124571	SKELLEY	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
11	03460	03460	5/13/2011	00124572	SKELLEY	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
12	02140	02140	5/13/2011	00162560	HMORSE	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
13	03460	03460	5/13/2011	00124573	SKELLEY	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
14	03460	03460	5/13/2011	00124574	SKELLEY	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
15	03480	03522	5/13/2011	00001572	KHETZEL	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
16	02140	02140	5/13/2011	00162570	HFLOWERS	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
17	02100	02100	5/13/2011	00015196	RPUTNEY	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
18	08110	08110	5/13/2011	00102154	BVERMETT	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
19	02100	02100	5/13/2011	00015197	RPUTNEY	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
20	03480	03495	5/13/2011	00024407	ABULLOCK	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
21	03440	03440	5/13/2011	00708998	RHAWKINS	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
22	03440	03440	5/13/2011	00709002	RHAWKINS	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
23	01265	01265	5/13/2011	00024064	JCOSTANT	Open	Postable	Unposted	Not Applicable	Not Budget Checked	Pending
24	04100	04100	5/12/2011	00067418	RMOORE	Open	Postable	Unposted	Match Exceptions Exist	Not Budget Checked	Pending

The query gives you the voucher number of the voucher with a Match Exception.

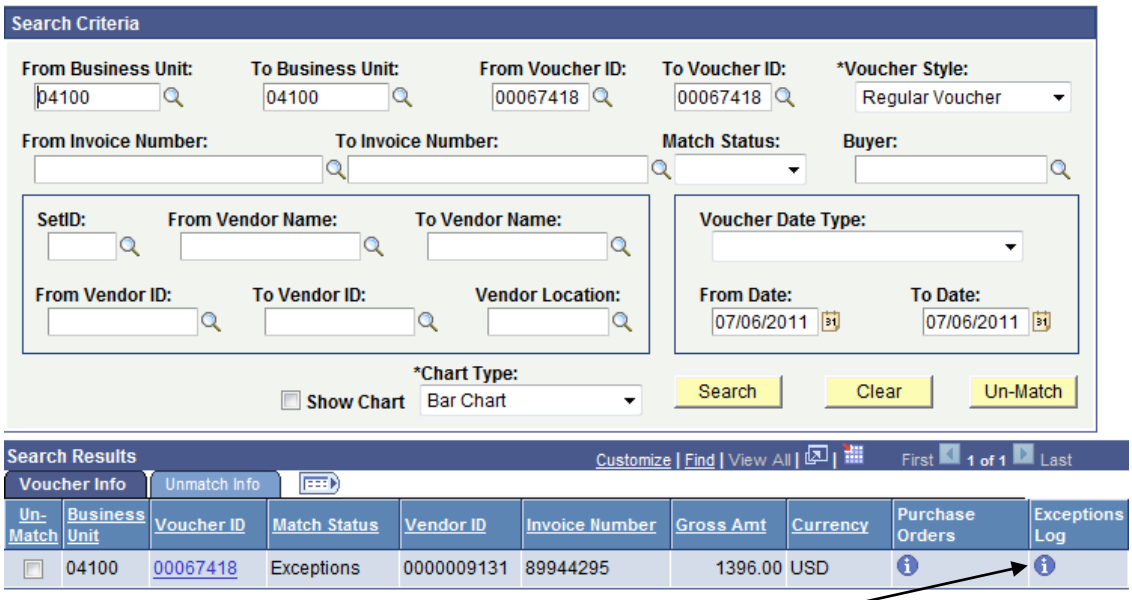
Navigate to the voucher and open the summary page.

Voucher Summary page.



Click on the Exceptions link

Match Manager



The Match Manager page opens.

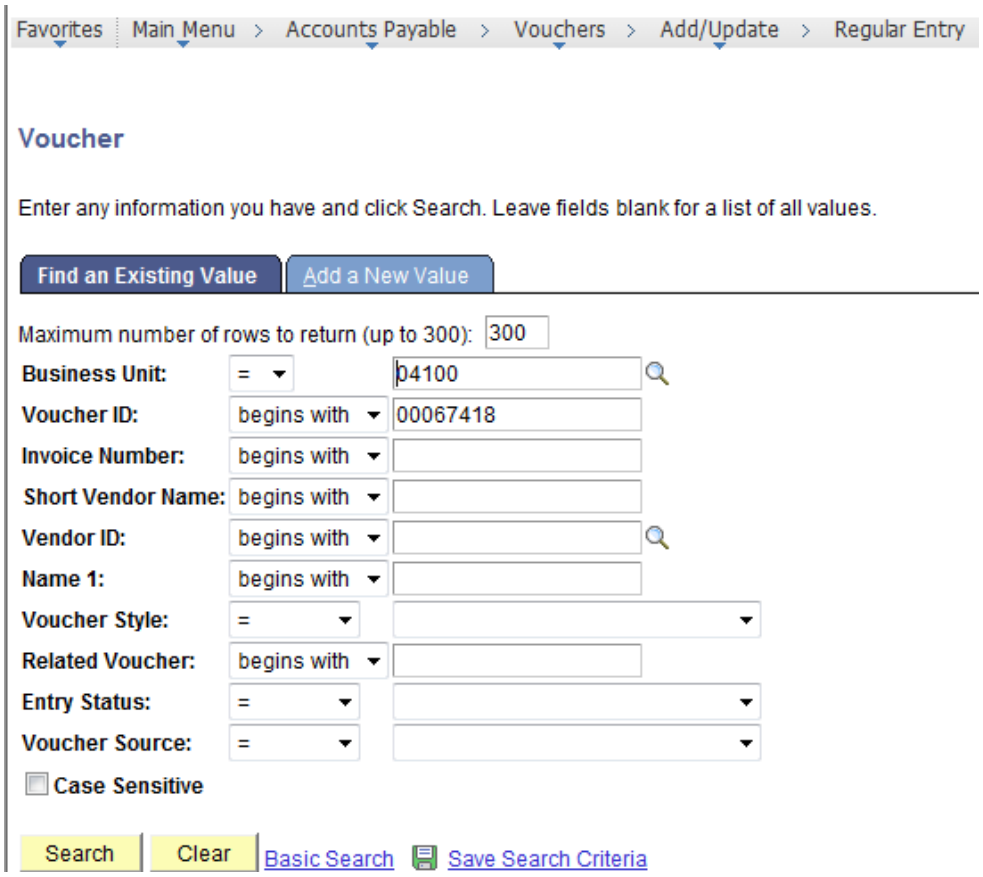
Click on Exceptions Log

Match Exception Override page opens.

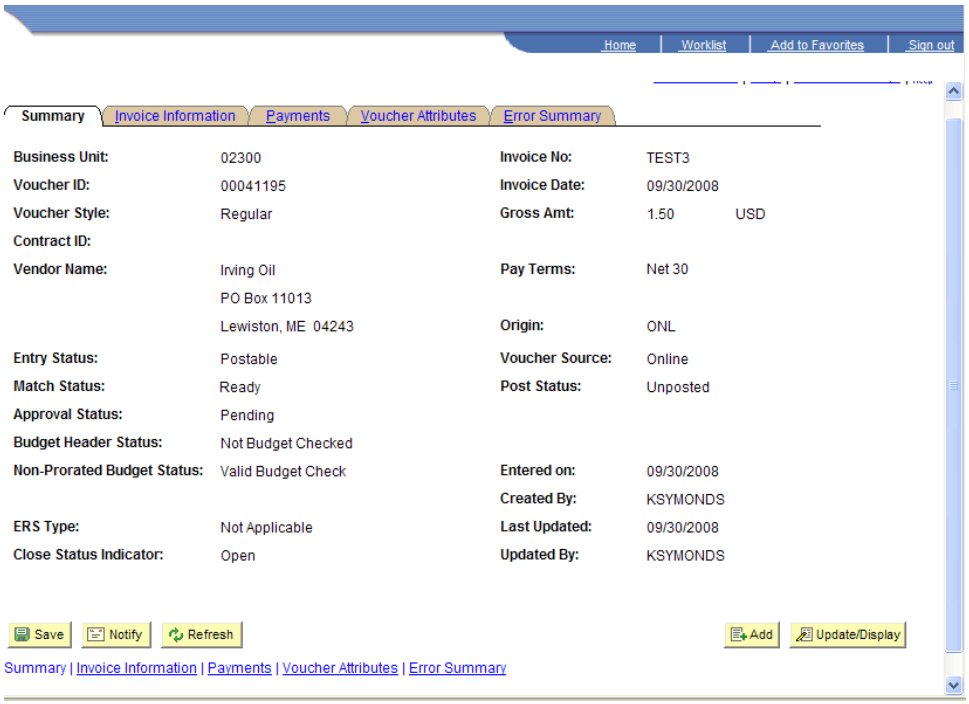
Call VISION Support at 828-6700, option 2 for further instructions on how to handle Voucher Match Exceptions.

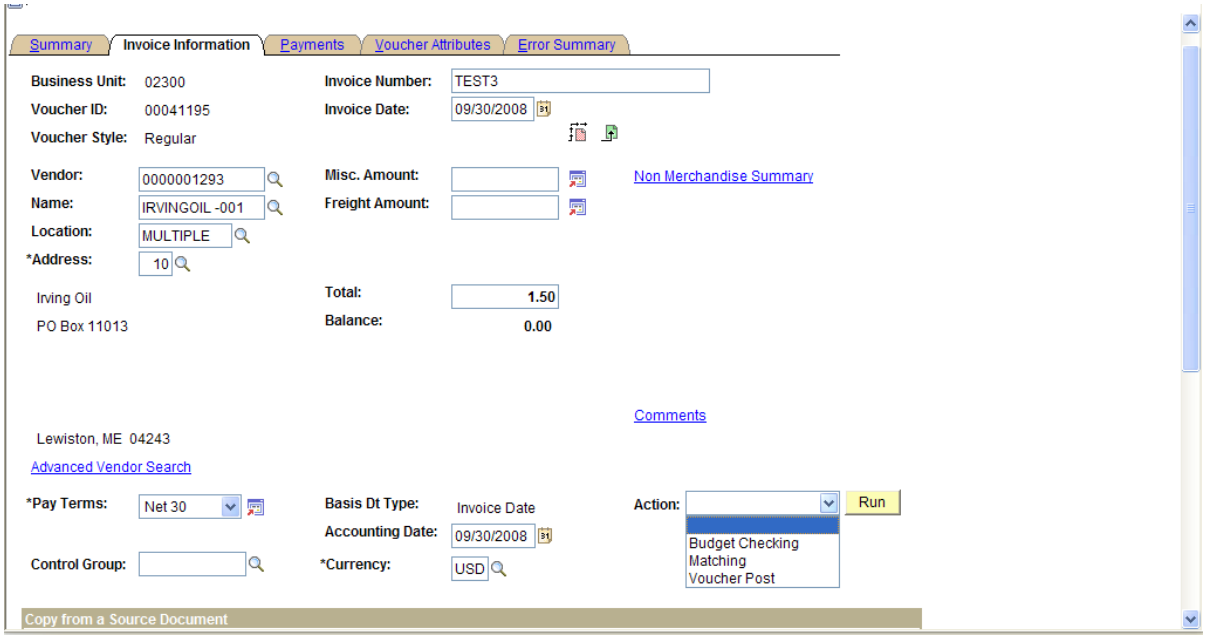
Matching in the Voucher:

Navigation: Accounts Payable > Vouchers > Add Update > Regular Entry



Click on Find an Existing Value and enter Vendor ID. Click Search or, if you are in the voucher – as shown below, click on the Invoice Information page.

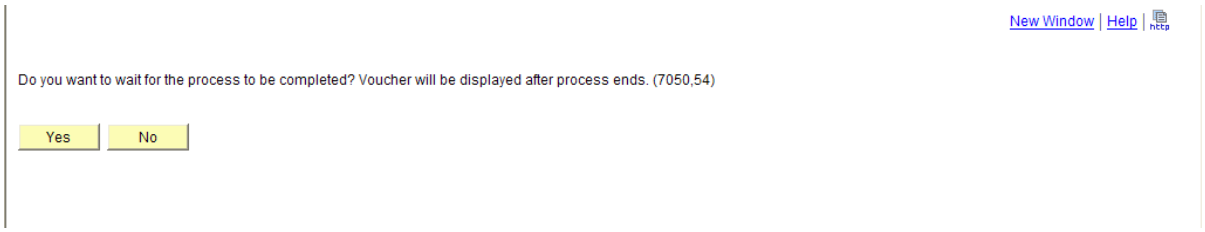




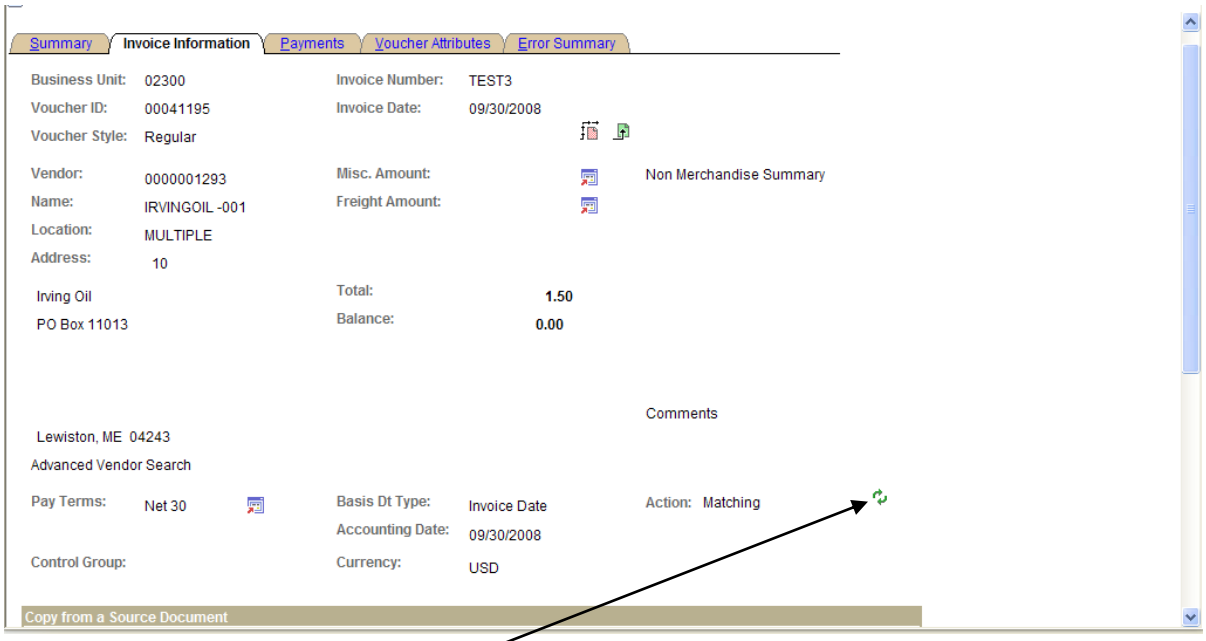
Click on the drop down arrow and choose Matching.

Click Run

The follow message appears.

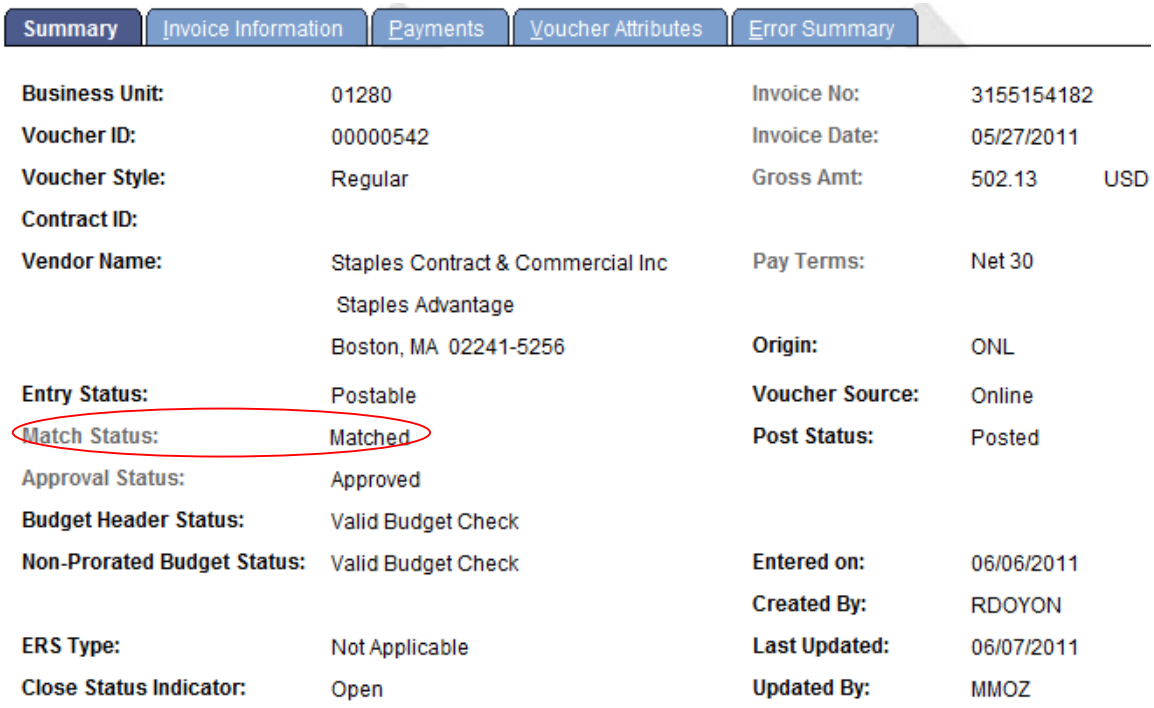


Click Yes



Click on the green refresh arrows.

Click on the Summary tab.



Match Status = Matched.

The voucher is now ready to be approved and budget checked for payment.

You have completed the PO Matching Exercise.

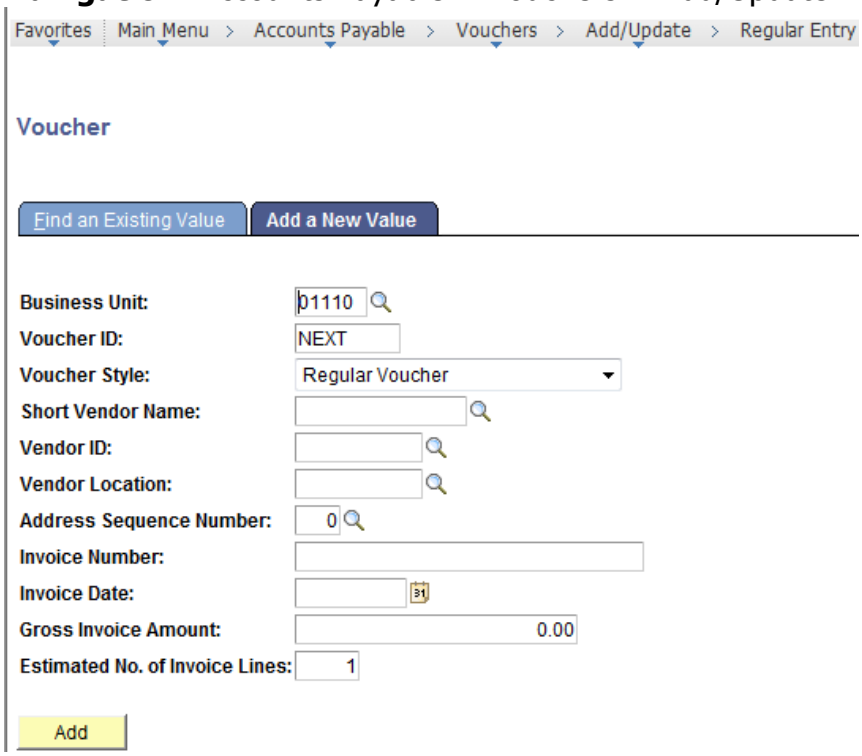
Enter an Asset Related Voucher

Situations when this function is used: Entering an Asset related voucher is similar to creating a Regular Voucher with the addition of entering the asset related information within the asset tab of the distribution area. Voucher distribution lines containing Asset Management information are passed directly to the Asset Management module via the Asset Management /AP interface processes.

Required Fields: **Vendor ID***
Vendor Name
Location
Address
Invoice Number*
Invoice Date*
Description
Quantity
Amount*
GL Unit
Account
Fund
Department ID
Pay Terms
AM Business Unit
Profile ID

The fields marked with an * should be filled in on the Add a New Value page. When the fields are filled and you click Add, the system will immediately let you know if a duplicate voucher has been detected. This saves time by identifying duplicate vouchers before entering all of the voucher information.

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry



Your default BU will appear in the Business Unit field. Voucher ID will default as NEXT.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

Enter Business Unit

- Leave as user default or
- Enter appropriate business unit

Enter Vendor ID

- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

Note: If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/Update > Vendor

Enter Invoice Number

- Enter Vendor's Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a **"PY"**)

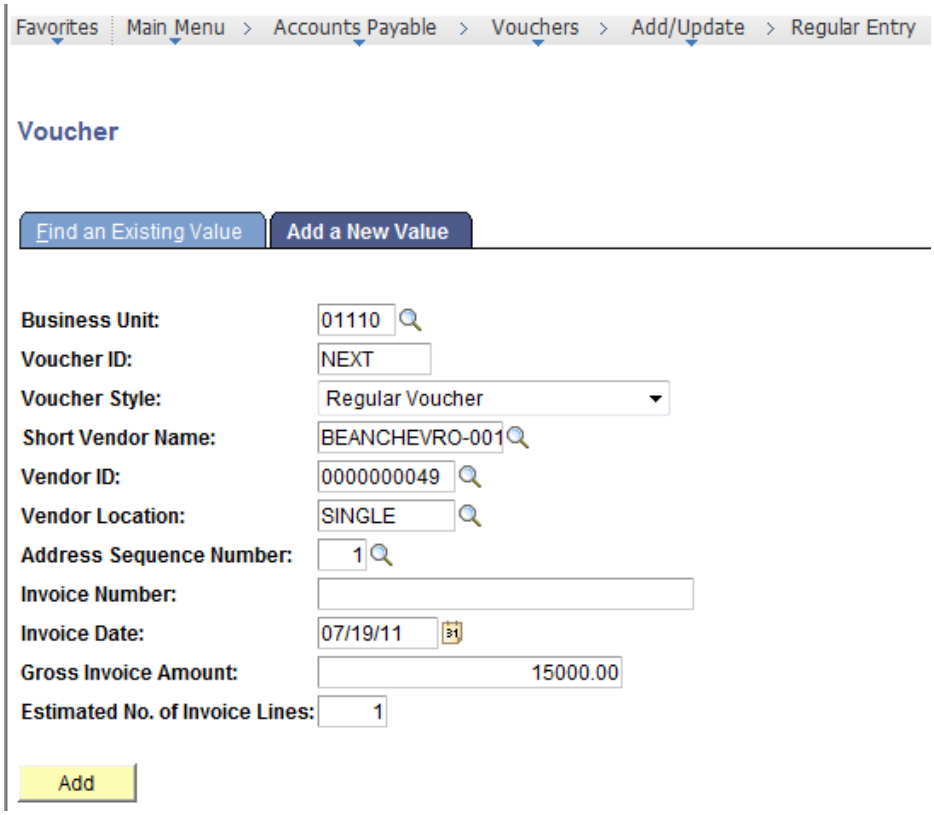
Note: If a vendor's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for

payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration's Bulletin 5 and Bulletin 5 Guidance and Procedures.

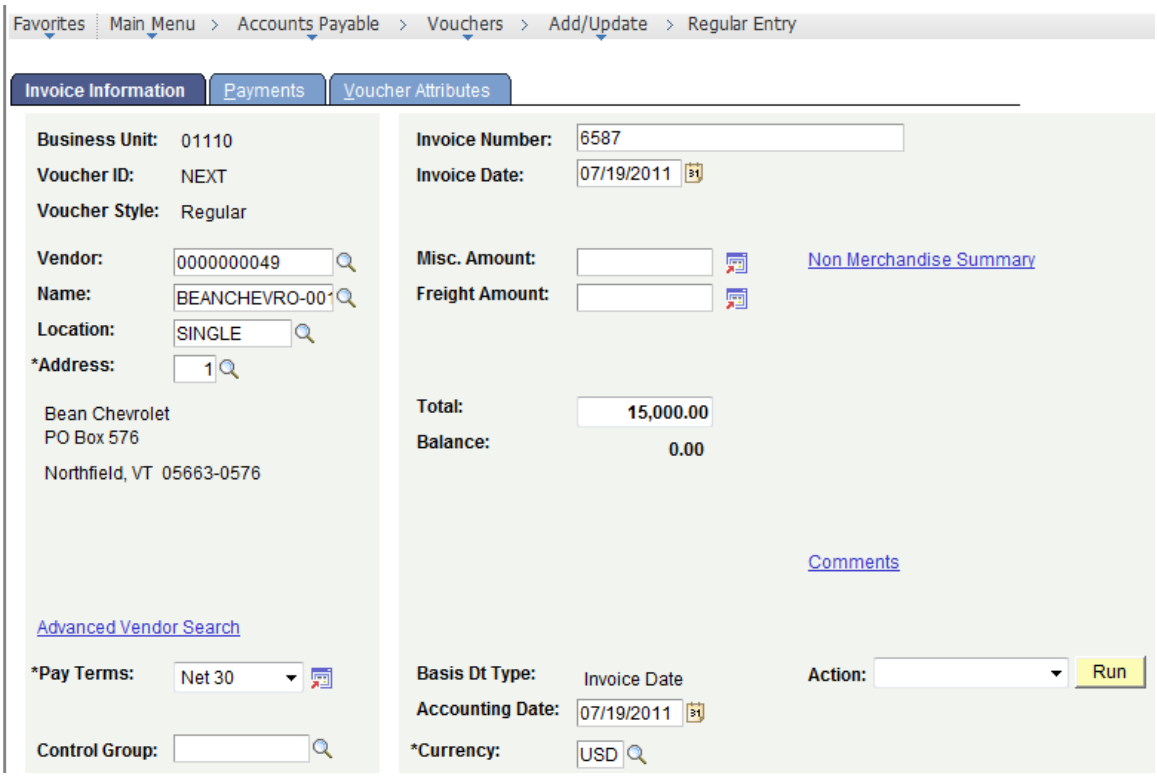
Enter Invoice Date

- As per the vendor's invoice

Enter Gross Invoice Amount



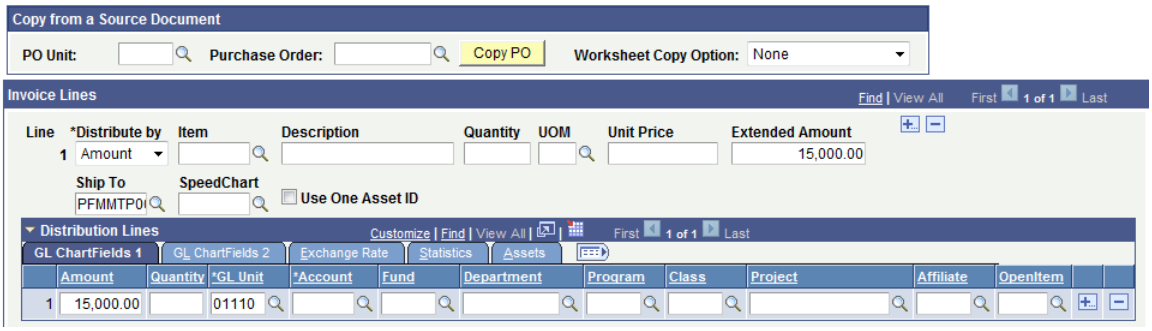
Click Add



The Invoice Information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

Accounting Date = current date (this must never be changed manually),
Currency = USD,
Distribute by = Amount,
Ship To = default ship to location for your Business Unit,
GL Unit defaults in.

Scroll down the screen and the Invoice Lines box can be seen.



Enter Line Description

- Enter the description of what you are paying the invoice for

Enter Quantity

- Enter the number of items on the invoice

Enter Account Number

- Enter the account number or
- Click on the magnifying glass to select from the list

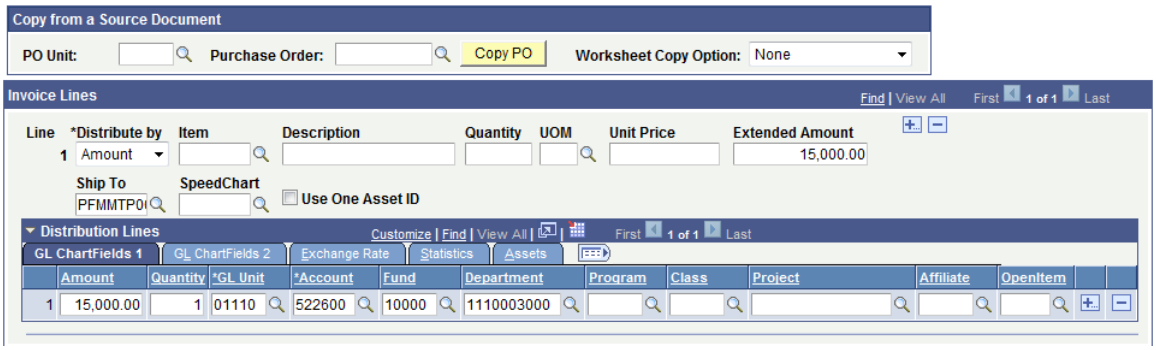
Enter Fund

- Enter the fund or
- Click on the magnifying glass to select from the list

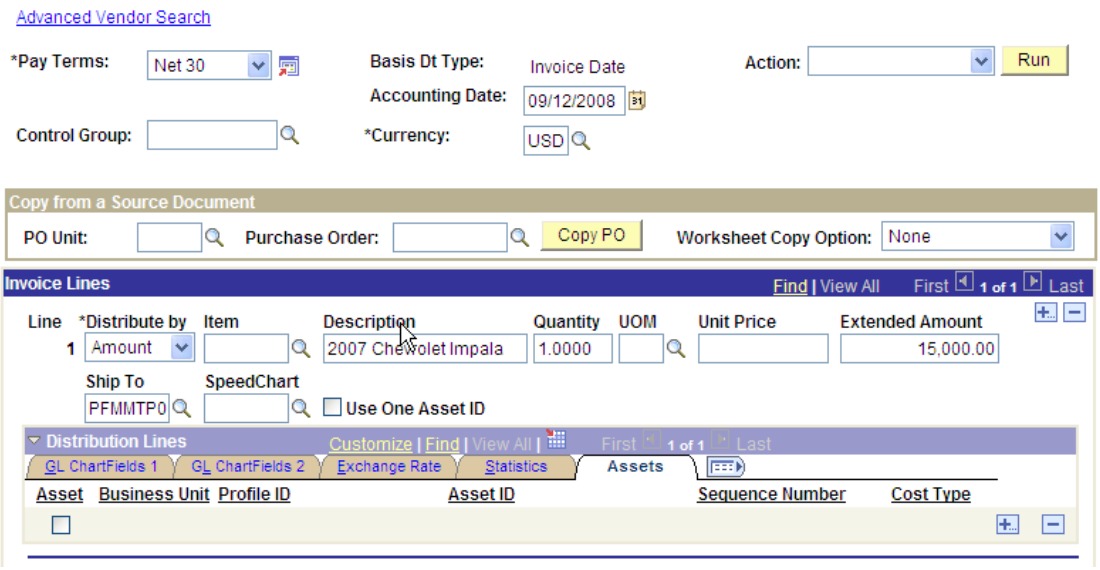
Enter Dept ID

- Enter the Dept ID or
- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

Enter Program (If used by your department)
Enter Class (If used by your department)
Enter Project/Grant (If used by your department)



Click on the Assets Tab



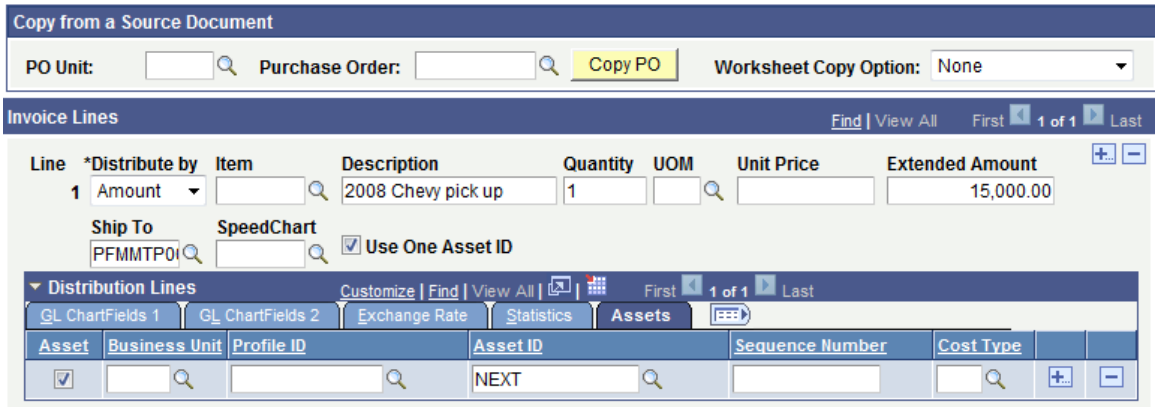
Assets tab opens.

Click on Use One Asset ID

- Assigns a single Asset ID to multiple distribution lines

Click on the Asset checkbox

- New fields open to enter asset information



Enter Asset Management Business Unit

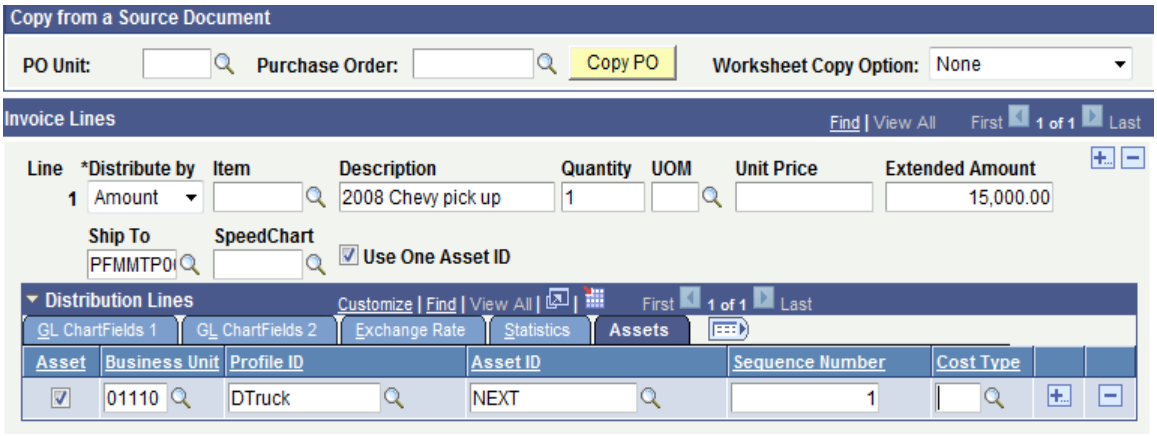
- Enter the AM Business Unit or
- Click on the magnifying glass and select from the list

Enter Asset Profile ID

- This field determines the depreciation of the asset. Profile id that starts with "E" is used for items with a cost less than $5,000. Profile id that starts with "D" is used for items with a cost of $5,000 or more.

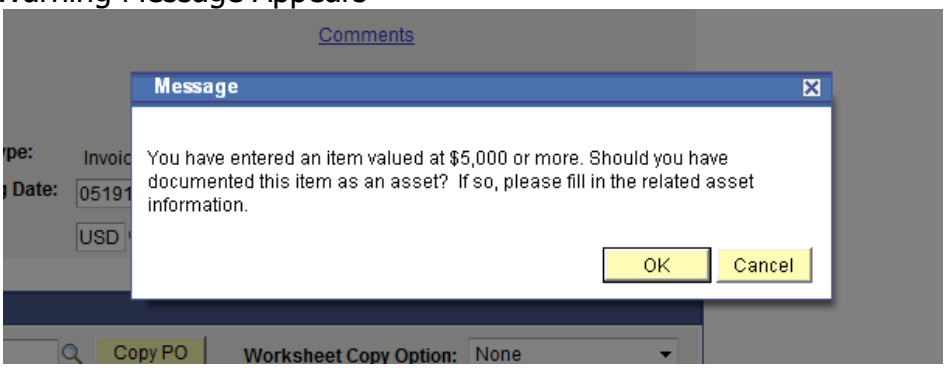
Leave Asset ID as "NEXT"

- This allows the AM system to assign the next appropriate Asset_ID for the given Business Unit.

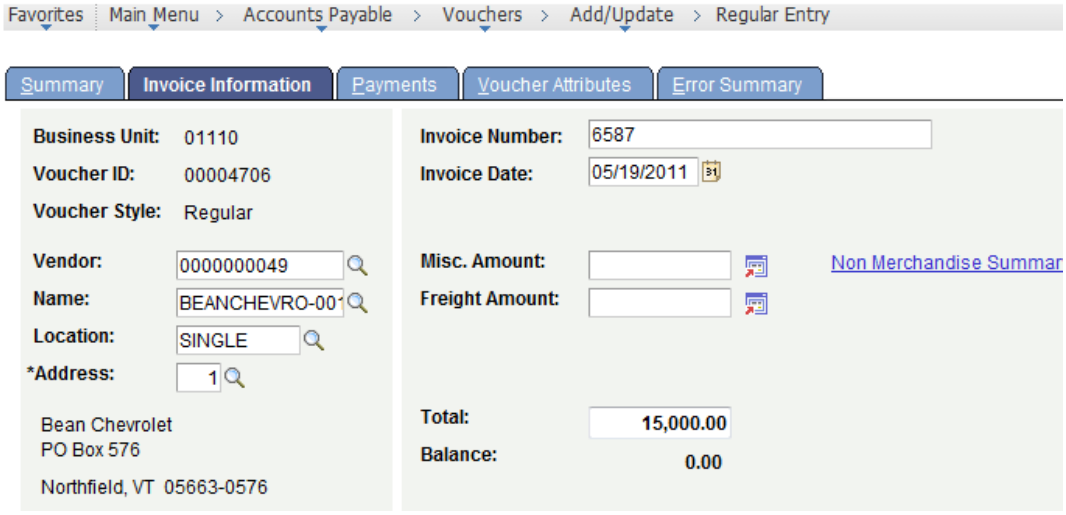


Click Save

Warning Message Appears



Click OK



Voucher is saved and a Voucher ID has been assigned. When voucher has been approved and budget checked, batch processes will run overnight to interface the asset information entered on the voucher into the Asset Management module. **The asset will need to be updated in Asset Basic Add to include required information that does not flow in from the Accounts Payable module such as Tag #, Location ID as well as any other information the department chooses to add.**

For more information on assets, review VISION Procedure #1 (the Asset Management Procedure) at:
http://finance.vermont.gov/policies-and-procedures/vision-procedures

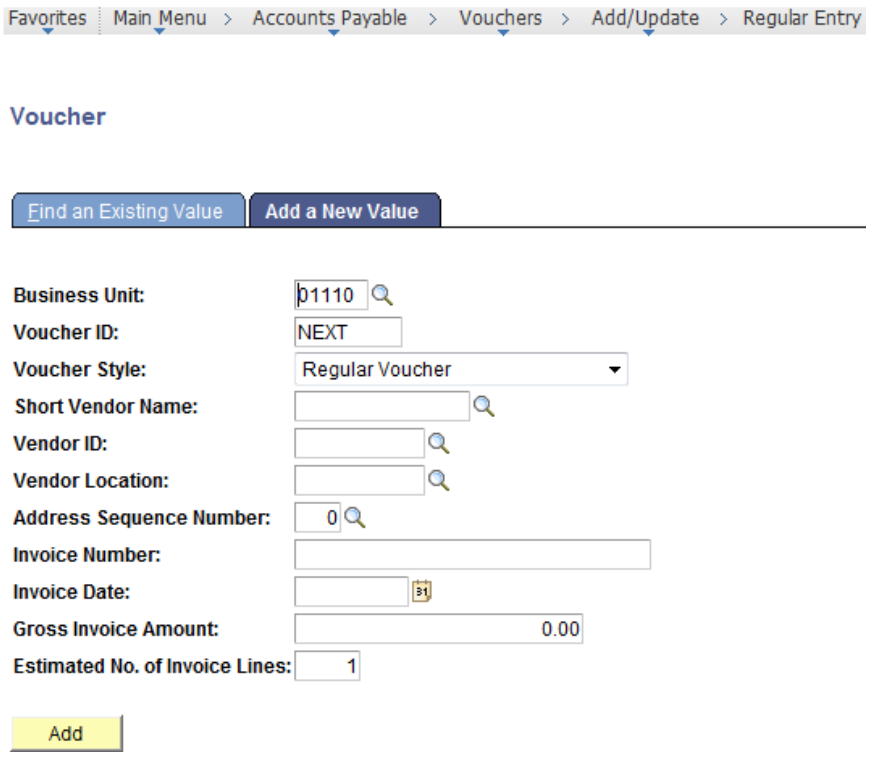
Enter Vouchers to State Agencies Set up as Vendors

Situation when this function is used:
The entry and processing of a voucher for an invoice from a Department/Agency that is set up as a vendor is the same as that for any other vendor. Invoice will include vendor number to use.

Listing of State Departments set up as Vendors and their Vendor Number

AHS-Administrative Fund.....0000073814
AOT-Dept Motor Vehicles 0000133778
AOT- Central Garage.....0000266981
Auditor of Accounts 0000073815
BGS-Catamount Health 0000270421
BGS-Equipment 0000043673
BGS-Federal Surplus 0000043663
BGS-Fee for Space.....0000043672
BGS-Fleet Management 0000147508
AOA Risk Management.....0000043668
BGS-Postal.....0000043657
BGS-Print Shop.....0000043658
BGS-Property Management.....0000043665
BGS-Purchasing Card 0000045300
BGS-State Surplus 0000043664
BGS-State Resource Mgmt Fund 0000191873
Criminal Justice Training Council 0000004454
VTHR-Unemployment Comp 0000073813
HR 0000071433
Information & Innovation-CIT-Telecomm.....0000043669
Information & Innovation-CIT-Cust Supp.....0000043671
Information & Innovation-Systems Mgmt.....0000043670
Libraries.....0000075905
Public Safety 0000073816
Sec. of State 0000073818
Tax Dept.....0000068723
VCI.....0000041408
VDOL.....0000047023
VISION/HR Development 0000075693

Navigation: Accounts Payable>Vouchers>Regular Entry>Add a New Value



Your default BU will appear in the Business Unit field. The Voucher ID will default in as NEXT.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

Enter Business Unit

- Leave as user default or
- Enter appropriate business unit

Enter Vendor ID

- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

Note: If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/Update > Vendor

Enter Invoice Number

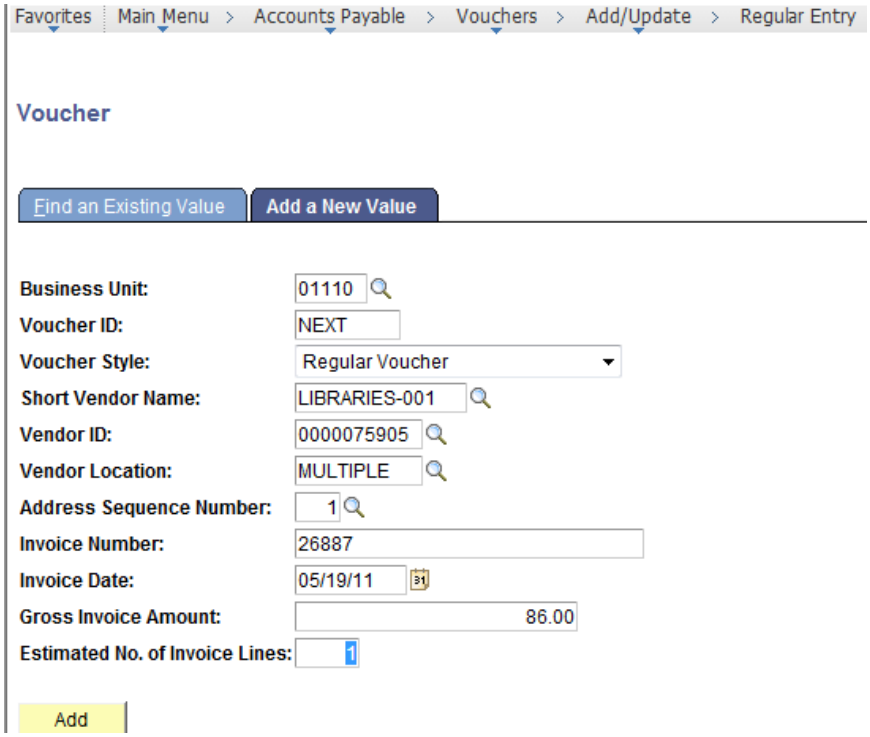
- Enter Vendor's Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a **"PY"**)

<u>Note</u>: If a vendor's invoice number is not provided, enter relevant information to correlate the voucher to the payment request.

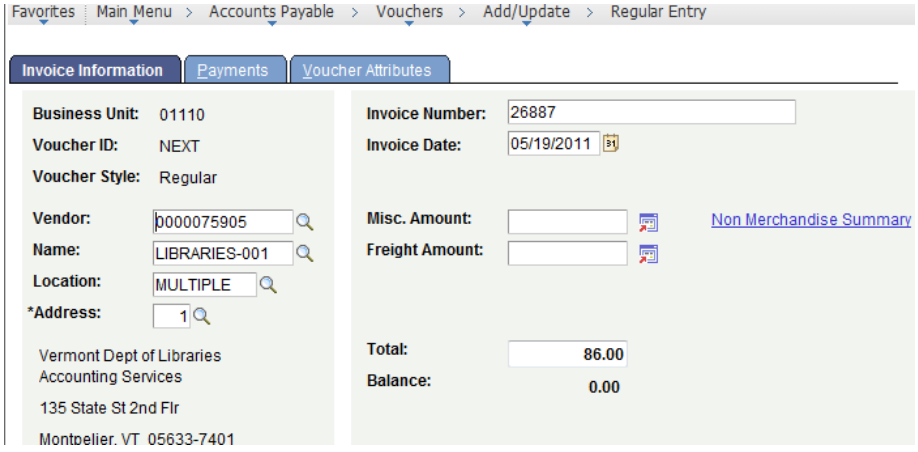
Enter Invoice Date

- As per the vendor's invoice

Enter Gross Invoice Amount



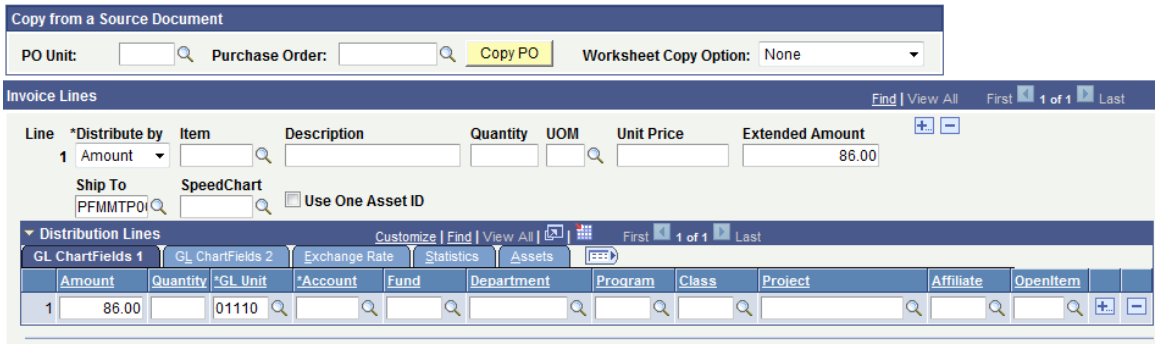
Click Add



The Invoice Information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

Accounting Date = current date (this must never be changed manually),
Currency = USD,
Distribute by = Amount,
Ship To = default ship to location for your Business Unit,
GL Unit defaults in.

Scroll down the screen and the Invoice Line box can be seen.



Enter Line Description

- Enter the description of what you are paying the invoice for

Enter the Amount under Distribution Lines

- Enter the full amount of the invoice if you are only using a single line and distribution or
- Enter the amount of the invoice that you are going to pay for only this line and/or distribution

Enter Account Number

- Enter account number or
- Click on the magnifying glass to select from the list

Enter Fund

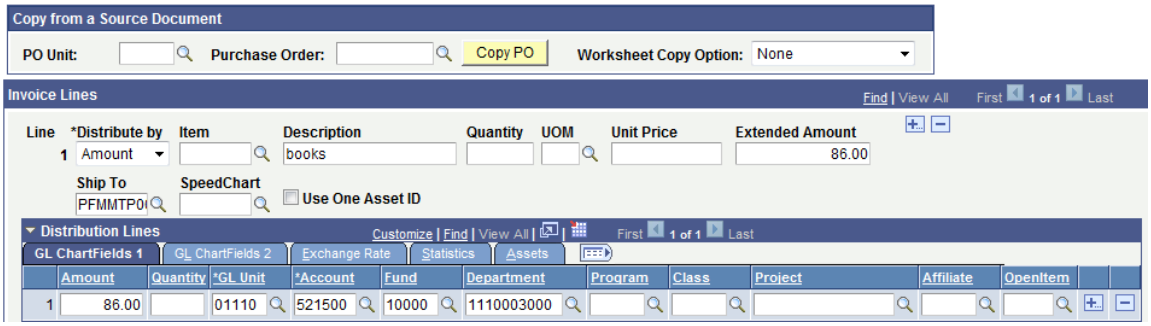
- Enter the fund or
- Click on the magnifying glass to select from the list

Enter Dept ID

- Enter the Dept ID or

- Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list

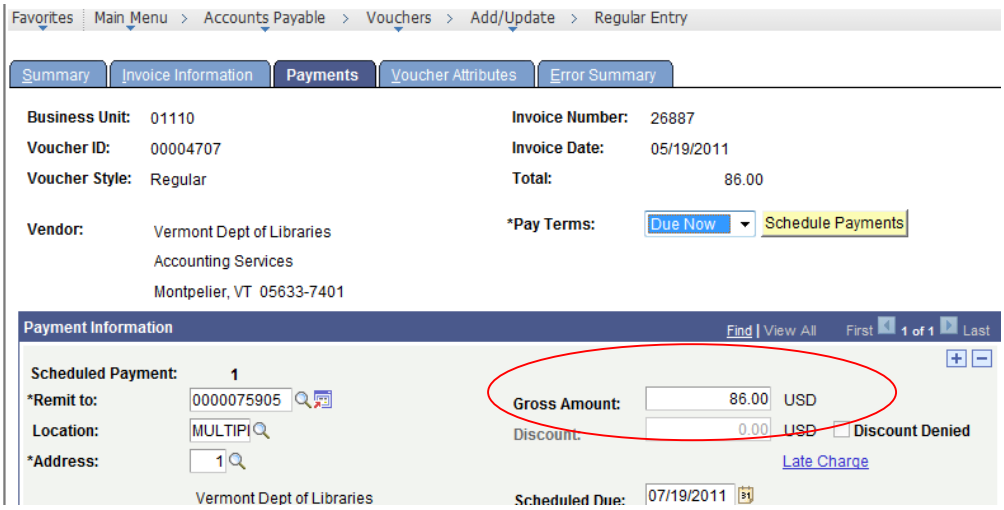
Enter Program (If used by your department)
Enter Class (If used by your department)
Enter Project/Grant (If used by your department)



The page should now look similar to the one above

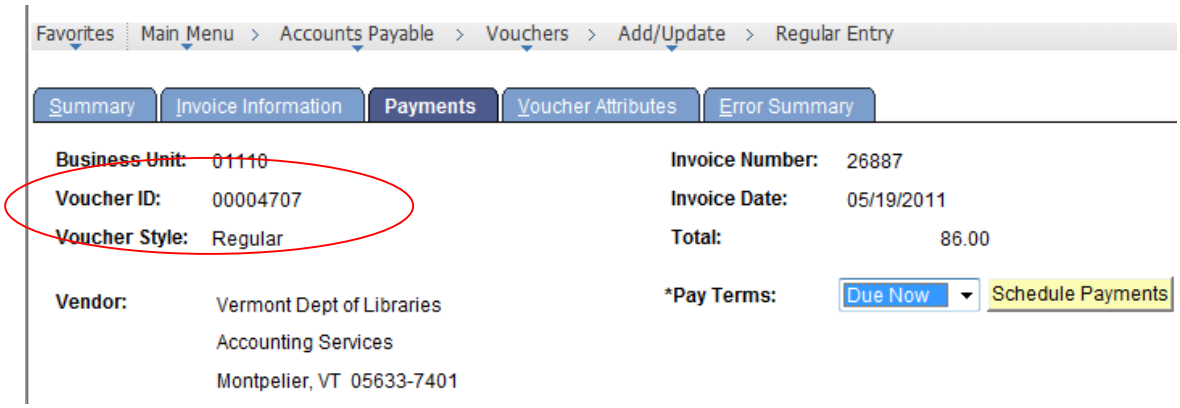
Click on Payments Tab
Review payment information that defaulted in from the vendor.

<u>Note</u>: Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.



Click Save

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).



Enter Regular Voucher with 1099-M Reportable and Non-Reportable Lines

Situations when this function is used: When a payment is made to a reportable vendor, the user must make sure that the invoice lines on the voucher are marked as reportable and non-reportable as applicable, with the correct withholding class.

What is a "Reportable" Vendor?

A "reportable vendor" is a vendor that is set up in VISION as withholding applicable. This means that payments made to these vendors will be reported on a form 1099-Misc unless the withholding check box is unchecked on the voucher invoice lines.

The State is required by IRS rules and regulations to report certain payments to vendors on a form 1099-Misc. If these payments are not reported correctly, the State may be subject to certain fines and penalties.

It is the departments' responsibility when entering a voucher to determine if the payment being made is a reportable payment and to make sure that the withholding box, on the voucher invoice lines, is checked or unchecked appropriately and that the withholding class is correct for all reportable invoice lines.

Vendors that are set up in VISION as "reportable" vendors:

The following vendors are set up as "reportable" in VISION because of the potential for them to receive a reportable payment:

- **Individuals, Sole Proprietors, Partnerships**

  All payments for services to individuals, sole proprietors and partnerships are required to be reported on a 1099-M. Therefore, all regular vendors that are individuals, sole proprietors or partnerships are set up as reportable vendors in VISION.

- **All Vendors Providing Medical Services (Including Veterinarians)**

  All payments for medical services including dental services, counseling services and veterinarian services are required to be reported on a 1099-M. Therefore, all regular vendors which provide medical services are set up as reportable vendors in VISION. (With the exception of tax exempt hospitals and hospitals owned by a government entity – these are not set up as reportable.)

- **All Vendors Providing Legal Services**

  All payments for legal services are required to be reported on a 1099-M. Therefore, all regular vendors which provide legal services are set up as reportable vendors in VISION.

Please note that vendors that are Limited Liability Companies (LLC's) are set up based on their tax classification (partnership, or corporation) and follow the rules above.

Payments that are Reportable vs. Not Reportable:

The following types of payments are **reportable** to the vendor on a 1099-Misc with the indicated withholding class.		
Payment Type:	**Being Paid To:**	**Withholding Class:**
Services (except medical) **Per Diem**	**Individuals** **Sole Proprietors** **Partnerships**	**07**
Witness Fees **Expert Testimony**	**Individuals** **Sole Proprietors** **Partnerships**	**07**
Medical and Health Care Services • includes Dental, Counseling, and Veterinarian Services • does not include medical supplies or pharmaceuticals	**All vendors (with the exception of tax exempt hospitals or hospitals owned by a government entity)**	**06**
Attorney Fees / Legal Services	**Attorneys** **Law Firms** **Other providers of legal services**	**07**
Gross Proceeds paid in connection with legal services	**Attorneys** **Law Firms** **Other providers of legal services**	**14**
Prizes and Awards to non-employees	**Individuals** **Sole Proprietors** **Partnerships**	**03**

Payment Type:	Being Paid To:	Withholding Class:
Punitive Damages	**Individuals** **Sole Proprietors** **Partnerships**	**03**
Rental of Space or Building	**Individuals** **Sole Proprietors** **Partnerships**	**01**
Rental of Equipment without an operator	**Individuals** **Sole Proprietors** **Partnerships**	**01**
Rental of Equipment with an operator – invoice bills equipment and operator separately	**Individuals** **Sole Proprietors** **Partnerships**	**Equipment portion = 01** **Operator portion = 07**
Rental of Equipment with an operator – invoice bills as one price for both	**Individuals** **Sole Proprietors** **Partnerships**	**07**
Grants - if paid in conjunction with the vendor providing a service	**Individuals** **Sole Proprietors** **Partnerships**	**07**

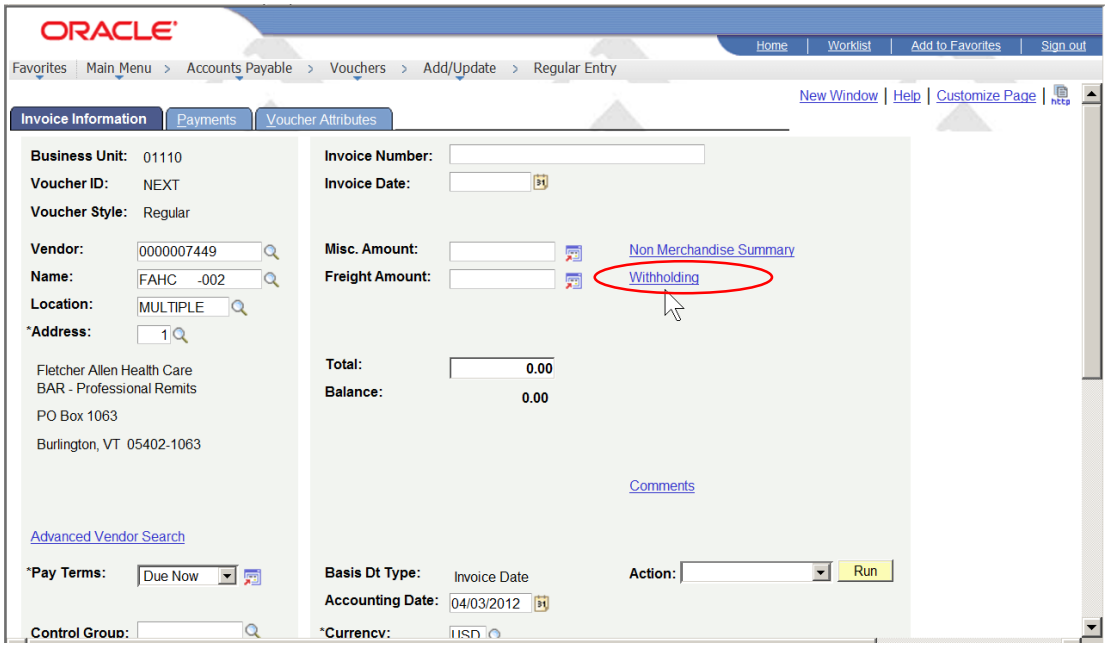
The following payments are **not reportable** to the vendor on a 1099-Misc.	
Payment Type:	**Being Paid To:**
All Payments	**Tax exempt organizations** **Government Entities**
Services (except medical and legal)	**Corporations**
Bonuses **Awards**	**Corporations**
Punitive Damages	**Corporations**
Rents of any kind	**Corporations**
Medical and Health Care Services **(includes Dental Services and Counseling Services)**	**Tax exempt hospitals** **Hospitals owned by a government entity**
Refunds	**All vendors**
Reimbursements for meals, lodging, mileage or other expenses	**All vendors**
State Benefits (i.e. fostercare, state assistance)	**All vendors**
Purchases of Merchandise (including medical supplies and pharmaceuticals) **Telegrams** **Telephone services** **Freight**	**All vendors**

Payment Type:	Being Paid To:
Grants – paid as reimbursements	All vendors
Grants – state aid	All vendors
Grants – Scholarship or Fellowship	All vendors

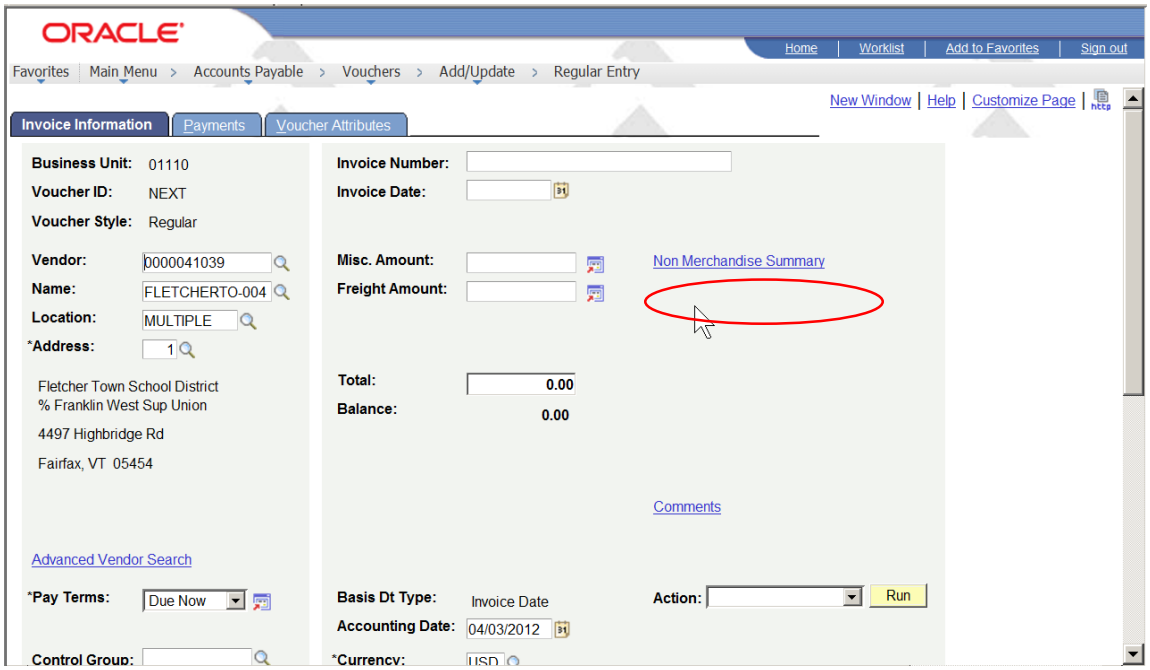
Please note: The lists above are not all inclusive – if you are making a payment and are not clear as to whether the payment is reportable on a 1099-Misc or not, please contact Financial Operations for clarification.

What to do when entering a voucher to a reportable vendor:

When a voucher is entered to a reportable vendor, a blue Withholding link (Transfer to Withholding Detail) will be available on the Invoice Information tab of the voucher.

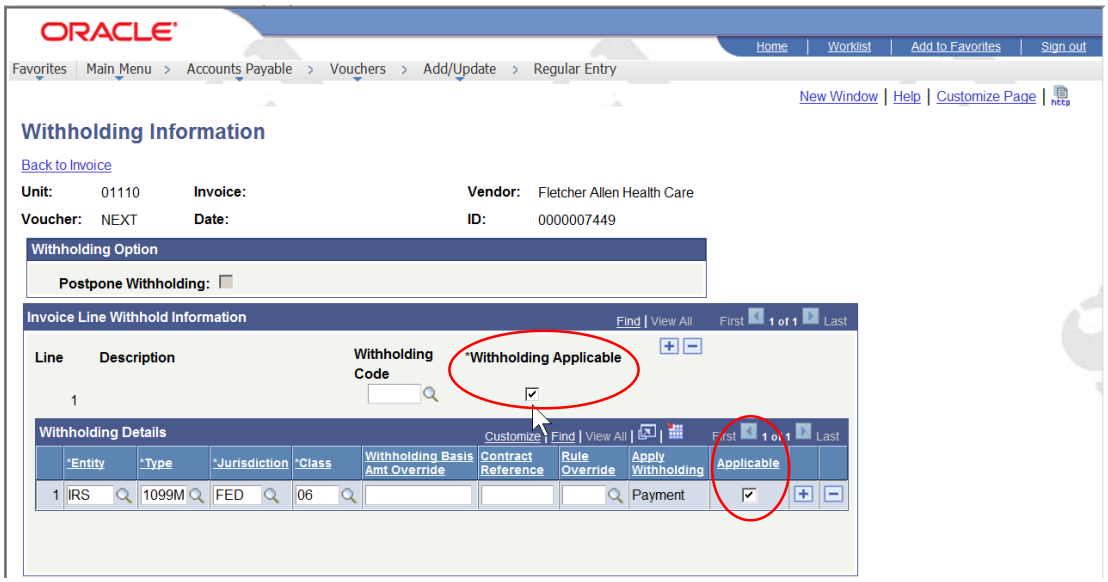


Above shows a reportable vendor – withholding link is available.

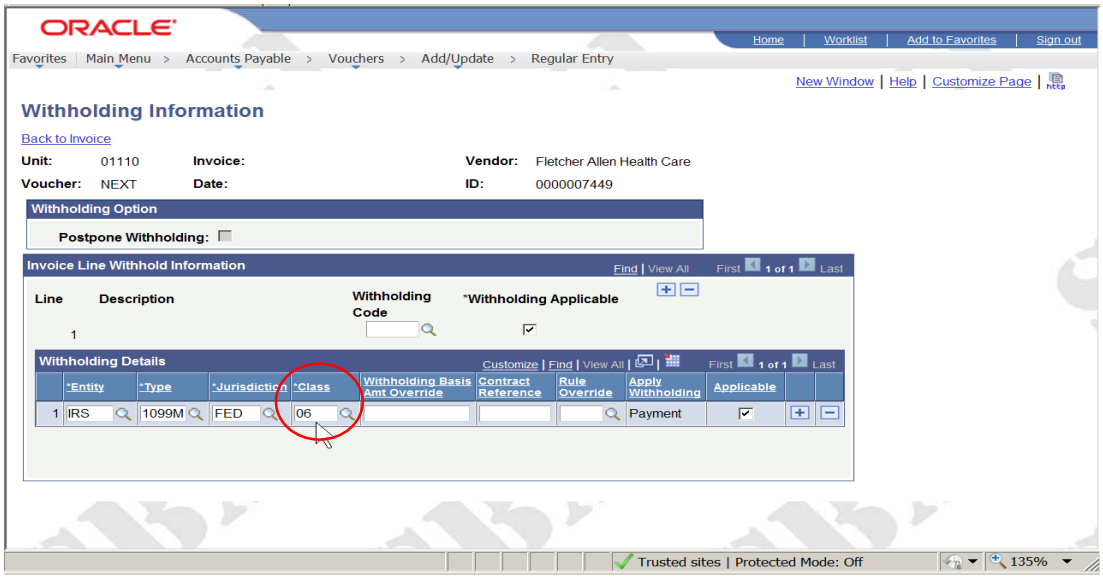


Above shows non-reportable vendor – withholding link not available.

When the blue Withholding link is available, the user must determine if the payment being made is a reportable payment. (Please see tables of reportable and non-reportable payments above.) If the payment or any part of the payment is not reportable, the user must click on the blue Withholding link and uncheck the Withholding Applicable check box for each invoice line of the voucher that is not reportable.



When making a reportable payment, the user must also determine if the withholding class listed on the Withholding Information Page is correct for the payment being made. (Please see table of reportable payments and the applicable withholding class above.) If the withholding class is not correct, it must be changed to the one applicable to the payment being made.



Exercise 1

Enter a Voucher for an Invoice with Reportable and Non-Reportable lines

Situation: An invoice has been received for $556.00 consisting of contractual services in the amount of $500 and mileage in the amount of $56.00.

Follow steps for entering a regular voucher until the Invoice Information Page

On the Invoice Information Page:

Enter Line Description

• Enter the description of what you are paying for on this line of the invoice – in this case "contractual services"

Change Extended Amount

• change the Extended Amount to reflect the amount of line 1 that is being paid – in this case $500.00

Change Amount
• change the amount of line 1 to reflect the amount being paid – in this case $500.00

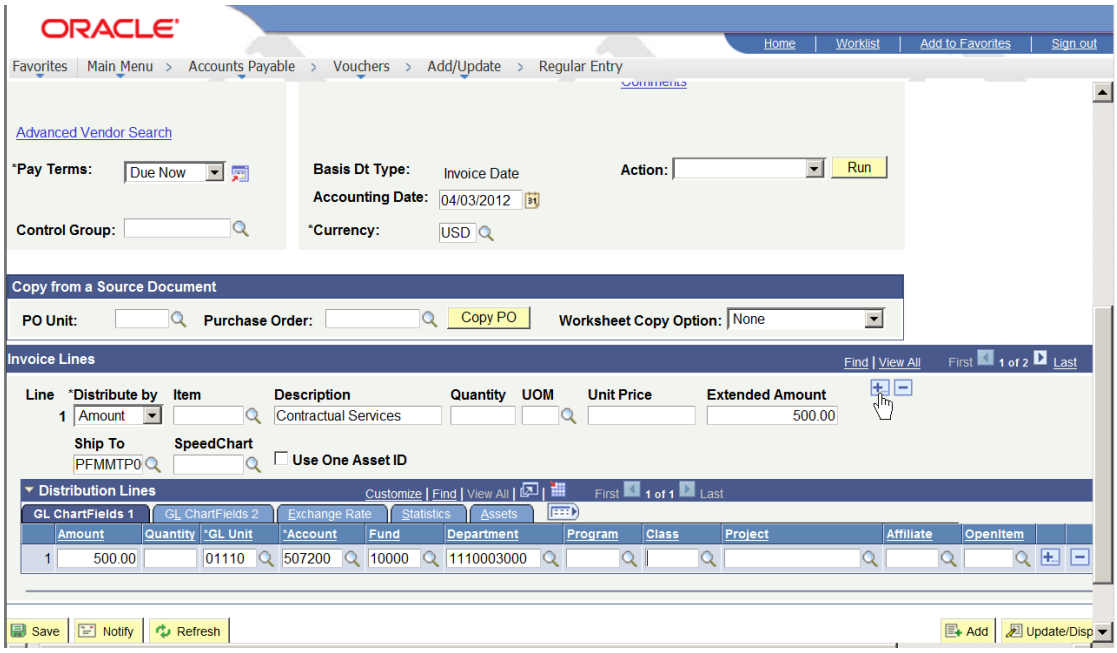
Enter Account Number
• Enter the account number or
• Click on the magnifying glass to select from the list

Enter Dept ID
• Enter the Dept ID or
• Enter the last 4 digits of your business unit, (to narrow your search) and click on the magnifying glass to select from the list.

Enter Fund
Enter Program (If used by your department)
Enter Class (If used by your department)
Enter Project/Grant (If used by your department)

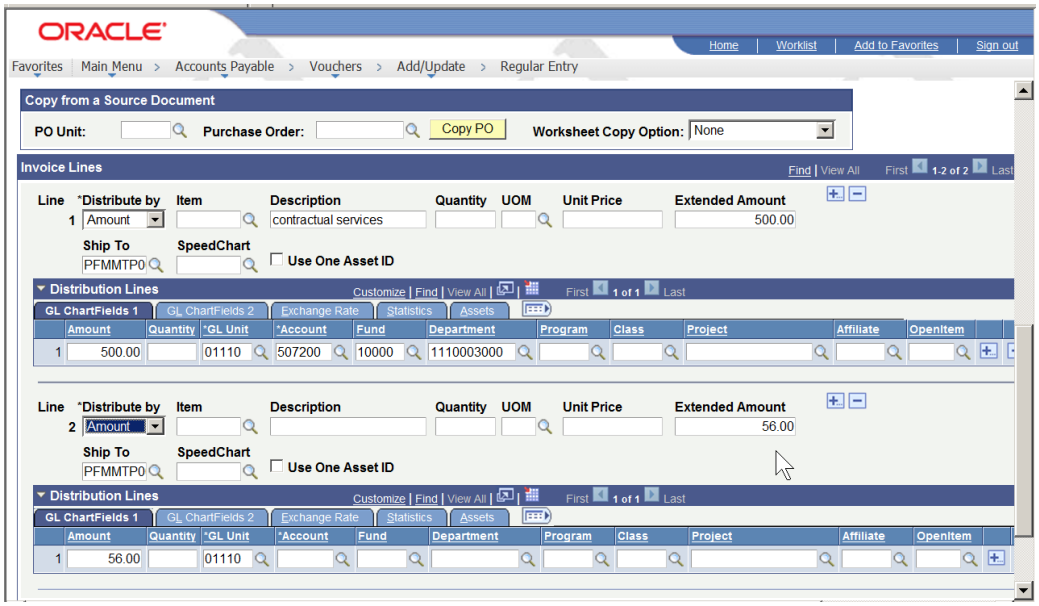
Scroll all the way to the right of the screen and click on the + box located at the end of the Line under Invoice Lines

NOTE: Please note that reportable and non-reportable amounts must be entered on separate <u>invoice lines</u> of the voucher – NOT separate distribution lines. You must click the + box under Invoice Lines not under Distribution Lines.



A prompt box will open asking how many rows to add with a default of 1

Click OK



Invoice Line 2 opens. The Amount field populates with the remaining amount that needs to be paid on the voucher.

Enter Line Description
• Enter description of what you are paying on Line 2 – in this case "reimburse mileage"

NOTE: When entering invoice lines for a refund or reimbursement of expense, you must include the word "Refund" or "Reimburse" or "Reimb" in the Invoice Line Description field. This aids Financial Operations in their review of reportable and non-reportable payments.

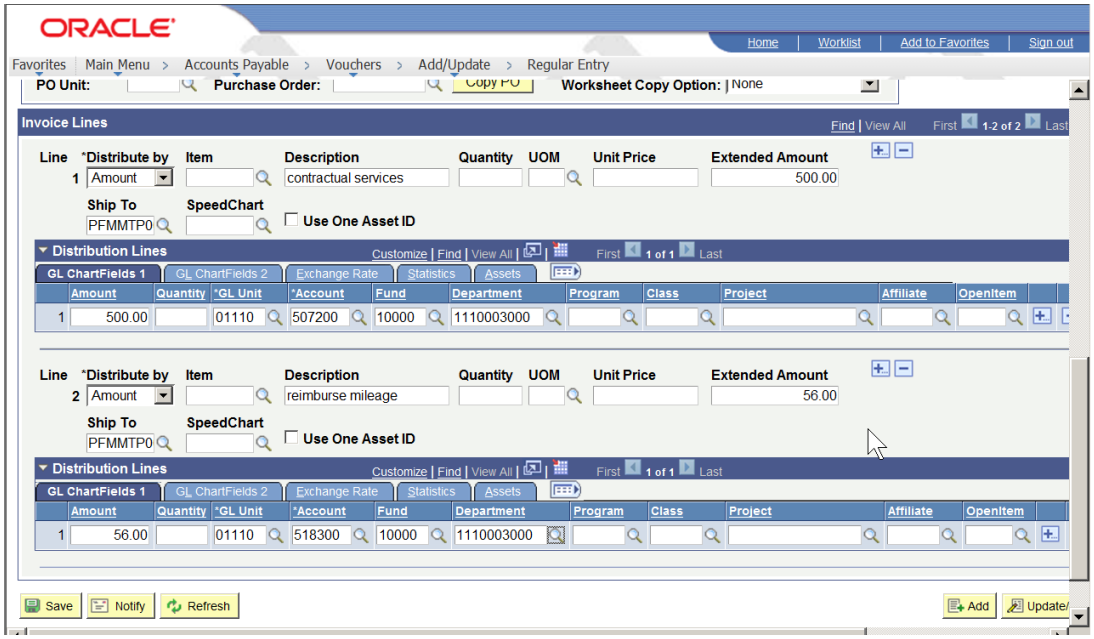
Enter Account Number
• Enter the account number or
• Click on the magnifying glass to select from the list

Enter Fund
• Enter the fund or
• Click on the magnifying glass to select from the list

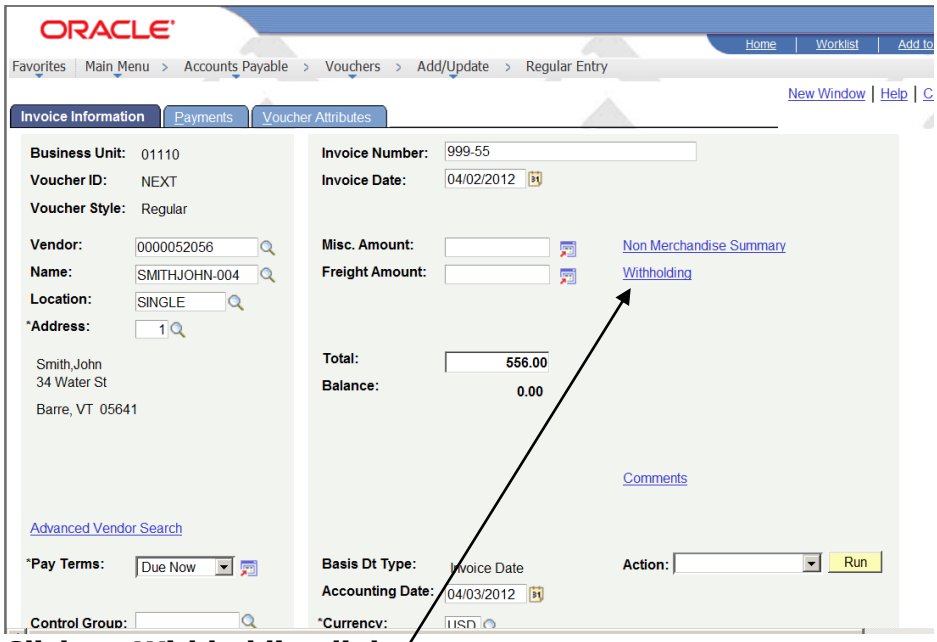
Enter Dept ID
• Enter the Dept ID or
• Enter the last 4 digits of your business unit (to narrow your search) and click on the magnifying glass to select from the list.

Enter Program (If used by your department)
Enter Class (If used by your department)

Enter Project/Grant (If used by your department)

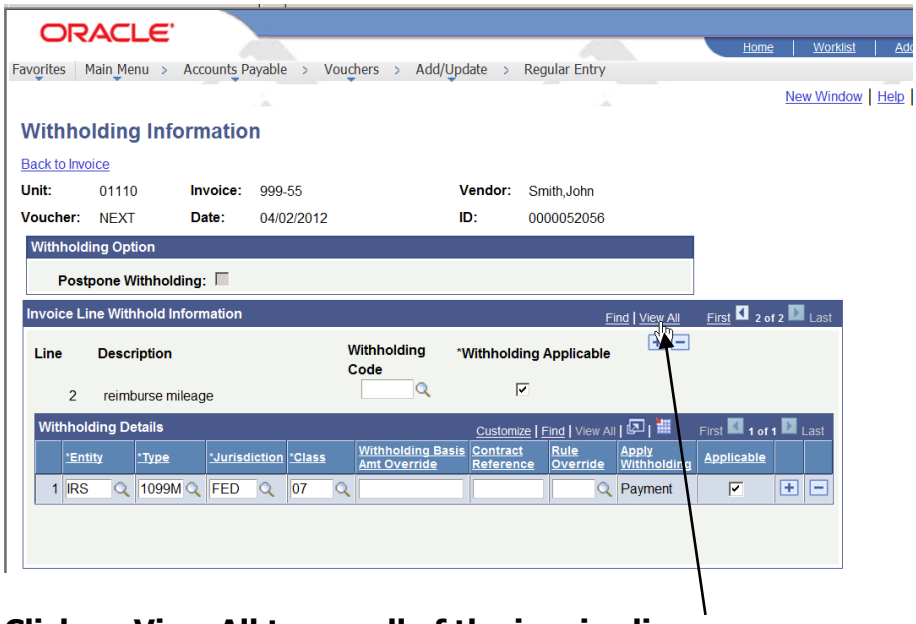


This screenshot shows a two-line voucher payable to a reportable vendor. Line 1 is paying $500.00 of contractual services, which is reportable. Line 2 is paying $56.00 of mileage reimbursement, which is not reportable.

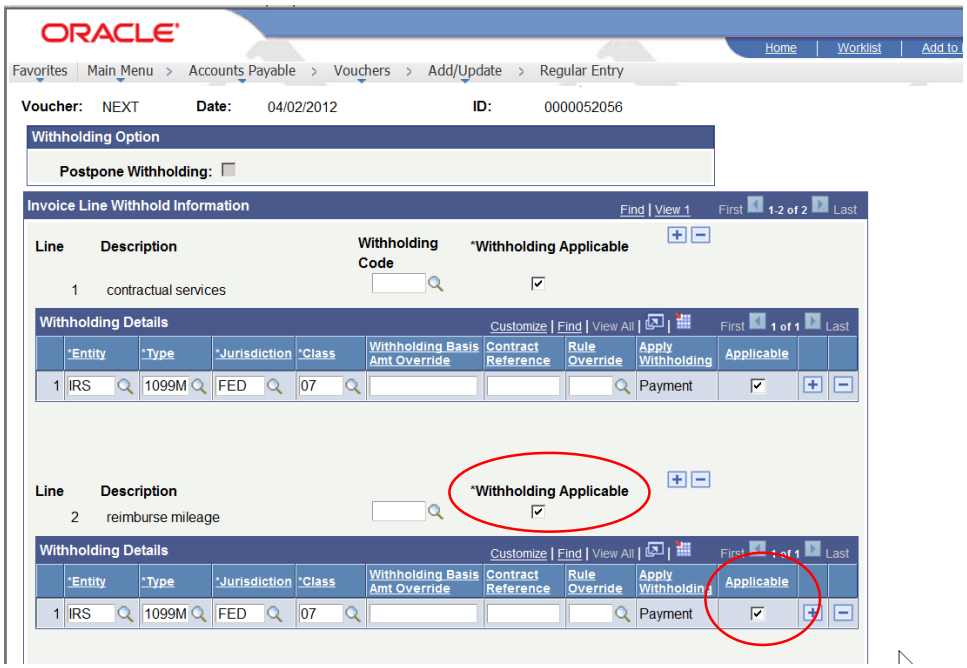


Click on Withholding link

Withholding information page opens.

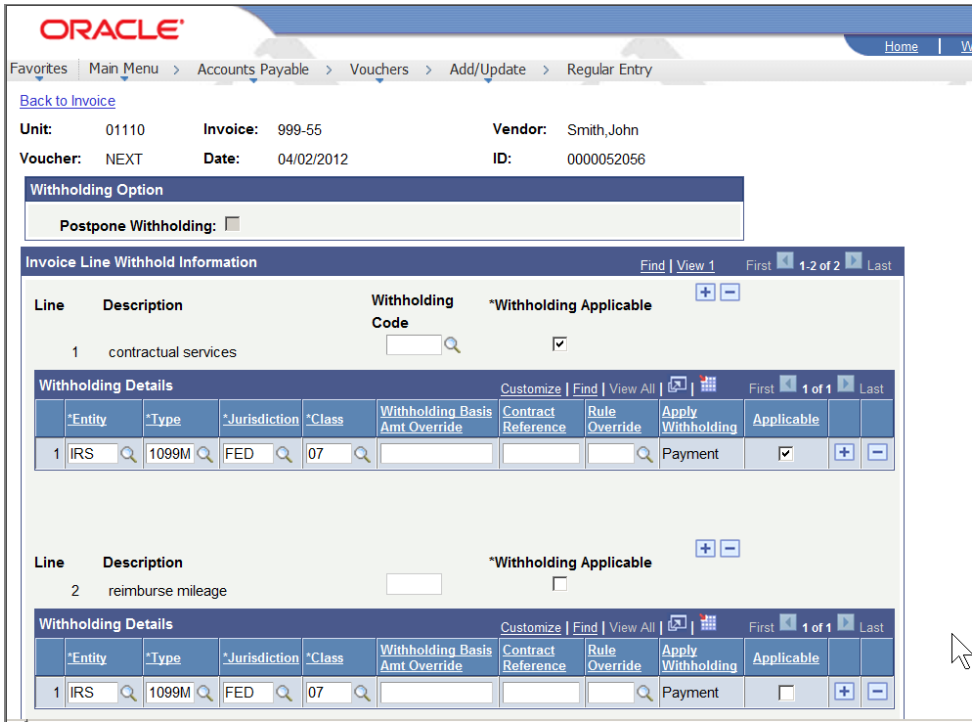


Click on View All to see all of the invoice lines



Uncheck the "Withholding Applicable" box on line 2 and the "Applicable" box under Withholding Details for line 2.

• This will remove the amount on line 2 (reimbursement) from the 1099-Misc for this vendor
• Leaving line 1 (contractual services) checked will add this amount to the 1099-Misc total for this vendor



The panel should now look similar to the one above.

Click Back to Invoice link
Click Save

- Voucher is saved
- Voucher ID # has been assigned. You can find the ID # in the upper left hand side of the page.

If you realize that a payment was marked as withholding or not withholding in error and paid, please contact VISION Support at VISION.finhelpdesk@vermont.gov.

Exercise 2

Enter a Voucher for an Invoice with Reportable Lines – Default Withholding Class is Not Applicable for Payment

Situation: An invoice has been received for $600.00 for the rental of office space.

Follow steps for entering a regular voucher until the Invoice Information Page

On the Invoice Information Page:
Enter Line Description

• Enter the description of what you are paying for on this line of the invoice – in this case "rent of office space"

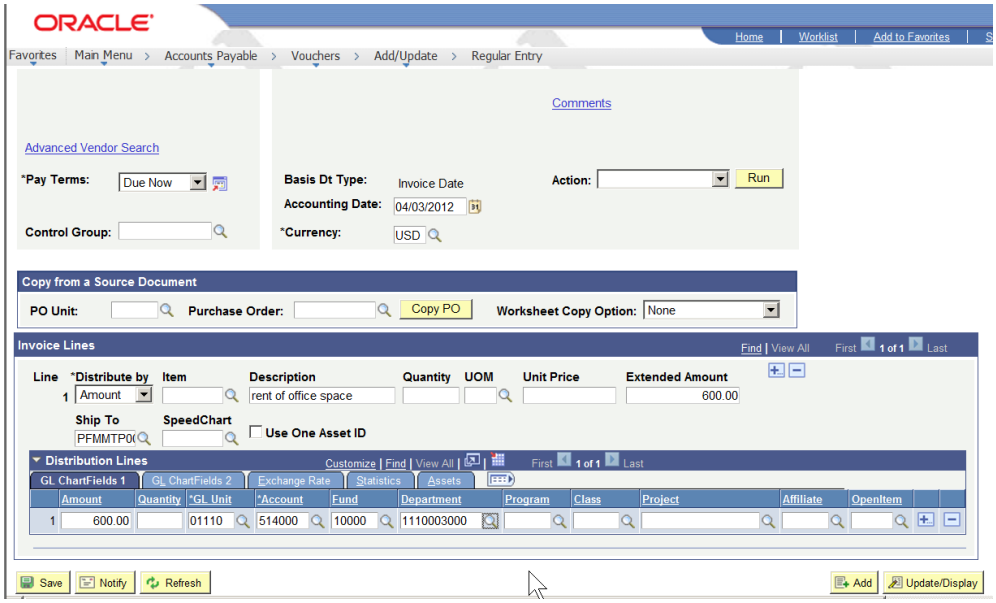
Extended Amount
• Extended amount defaults as amount of invoice

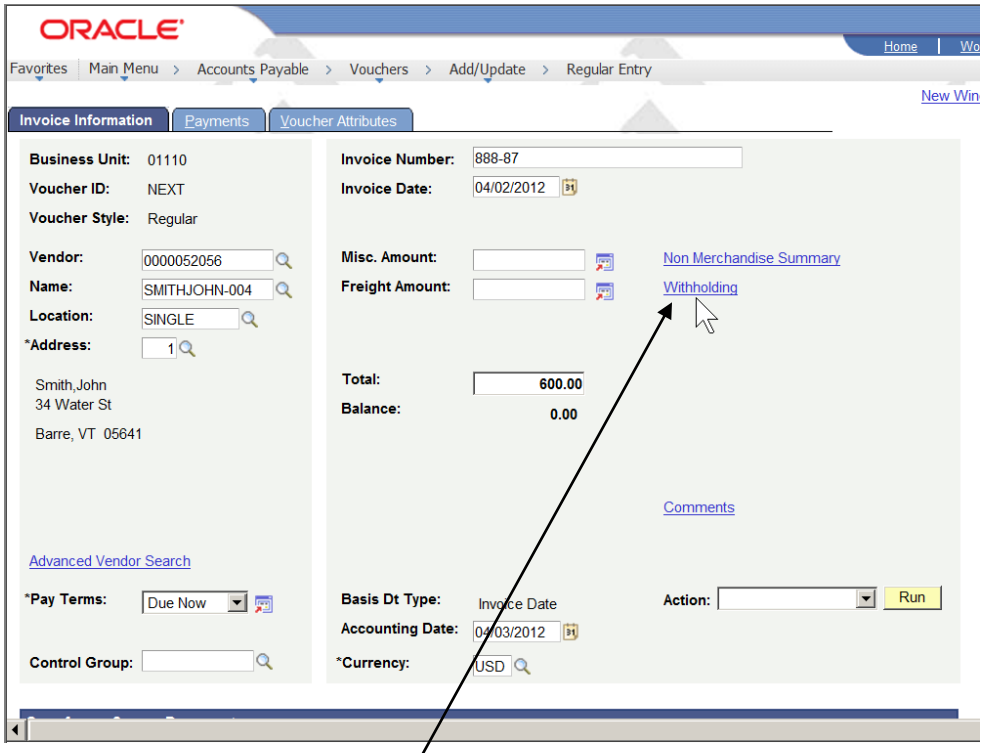
Change Amount
• Amount defaults in as amount of invoice

Enter Account Number
• Enter the account number or
• Click on the magnifying glass to select from the list

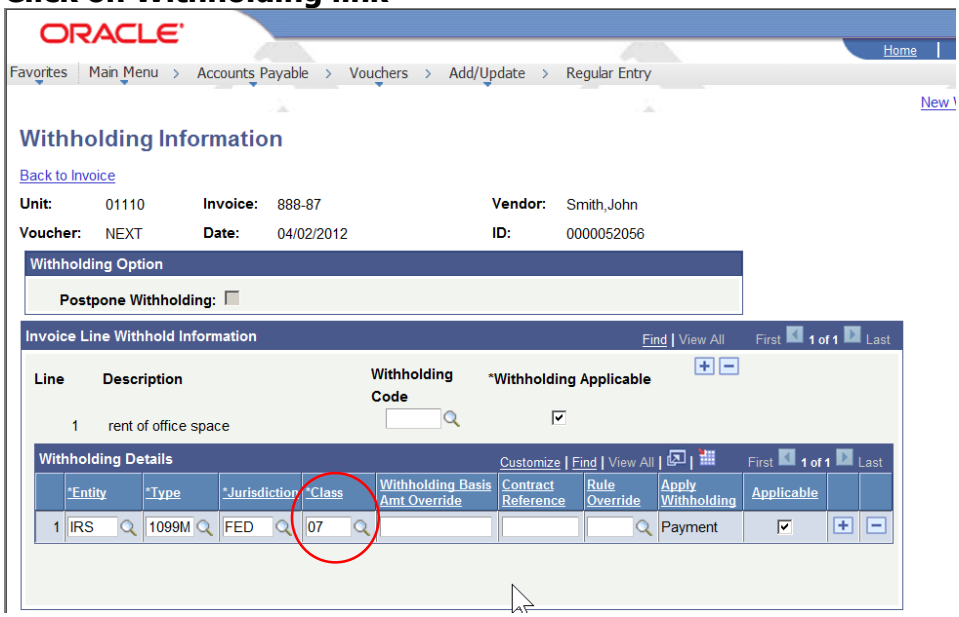
Enter Dept ID
• Enter the Dept ID or
• Enter the last 4 digits of your business unit, (to narrow your search) and click on the magnifying glass to select from the list.

Enter Fund
Enter Program (If used by your department)
Enter Class (If used by your department)
Enter Project/Grant (If used by your department)



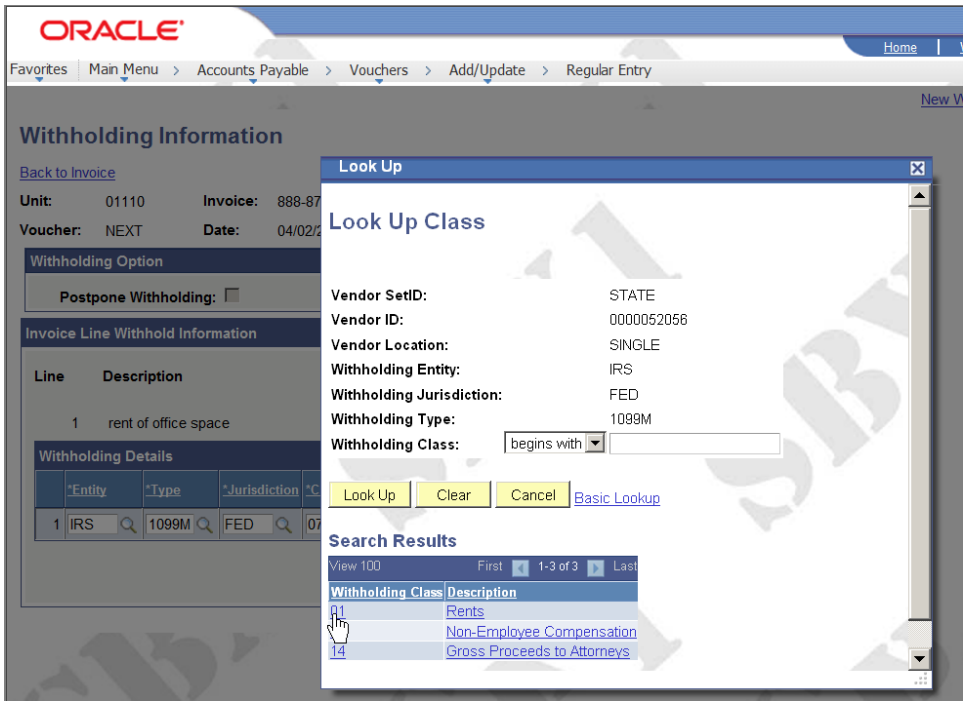


Click on Withholding link

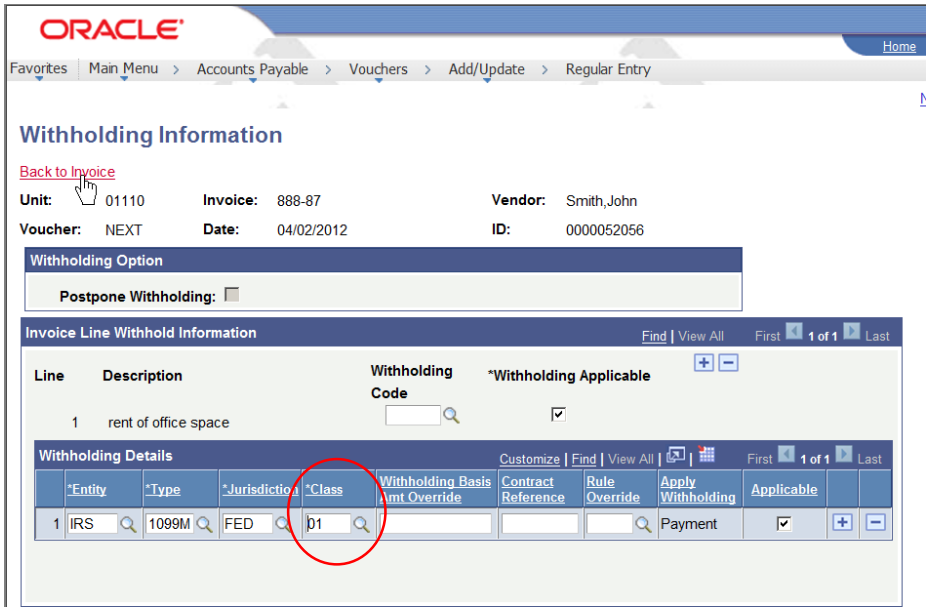


Withholding information page opens – default class is 07

You are paying this vendor for office space. You know from the table above that payments for rental of office space is reported on a 1099-Misc as 01. The class that has defaulted on the payment is 07. You must change the withholding class on this payment so it is reported correctly on a 1099-Misc.
Click the drop down for the Class field above and choose 01.



NOTE: If when changing Class on the Withholding Information page, you find that the appropriate withholding class for the payment is not available, you must send a request to VISION.VendorRequests@vermont.gov to add the withholding class to the vendor. Do not approve or budget check the voucher until the withholding class is added to the vendor and can be changed on the voucher.



The panel now shows class has been changed to 01.

Click Back to Invoice link
Click Save

- Voucher is saved
- Voucher ID # has been assigned. You can find the ID # in the upper left hand side of the page.

If you realize that a payment was marked as withholding or not withholding or with the wrong class <u>in error and paid</u>, please contact VISION Support at VISION.finhelpdesk@vermont.gov.

Enter an Adjustment Voucher

Situations when this function is used: listed below

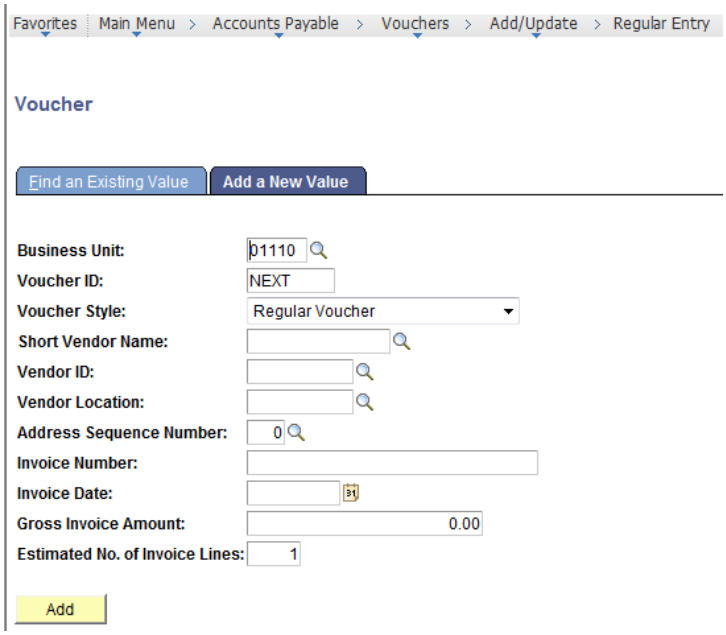
Receiving a credit on an invoice that has already been paid:
Adjustment vouchers are used to enter Credit Memos from vendors. They are tied to the original voucher by voucher id.

Receiving a credit on an invoice that has not yet been paid:
Adjustment vouchers are used to enter Credit Memos from vendors. They are tied to the original voucher by voucher id and the two can be picked up together for payment of the net amount. Therefore, it is advisable to enter the payment voucher first, so you will have the voucher number to relate to. This should allow the vendor to properly record your payment.

Receiving a credit on an invoice that has a purchase order related to it:
If a Credit Memo comes in from a vendor that has a purchase order related to it, pay the invoice with the purchase order for the full amount. Enter an adjustment voucher for the amount of the credit memo.

Required Fields:
Vendor ID
Vendor Name
Location
Address
Invoice Number
Invoice Date
Amount
GL Unit
Account
Fund
Department ID
Pay Terms
Voucher ID
Line Description

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry



Your default Business Unit will appear in the Business Unit Field. The Voucher ID will default as NEXT. Voucher Style defaults in as Regular Voucher.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

Choose Voucher Style

- Click on the drop down arrow and choose Adjustments

Enter Vendor ID

Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

Note: If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/Update > Vendor

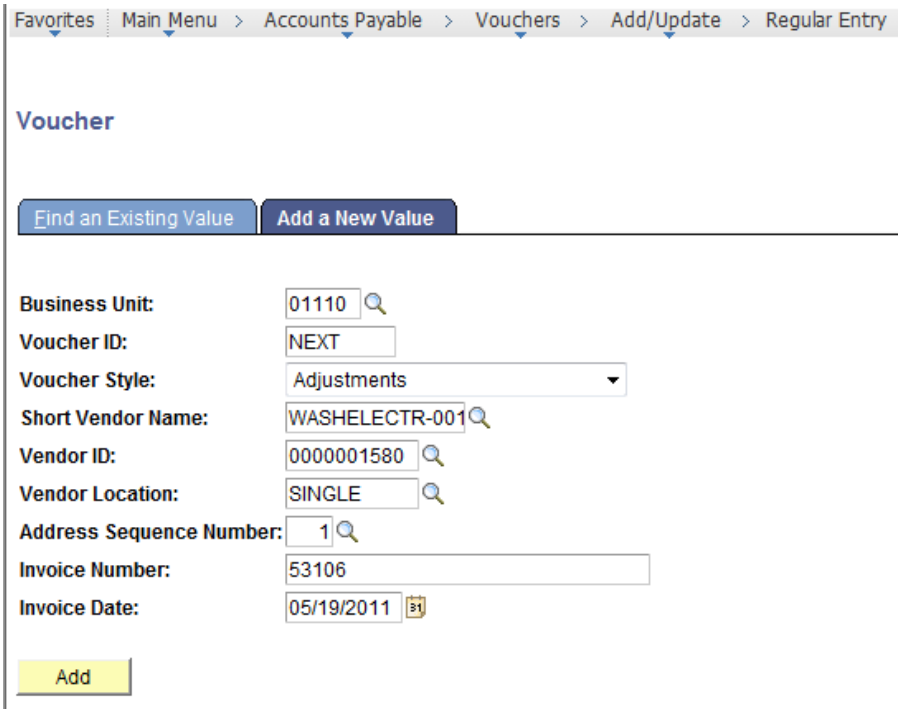
Enter Invoice Number

- Enter Vendor's Invoice number. (If the payment is for goods or services received in a prior fiscal year then prefix with a **"PY"**)

Note: If a vendor's invoice number is not provided, enter relevant information to correlate the voucher to the payment request; for payments to grantees and sub-grantees, the grant agreement number must be entered per the Agency of Administration's Bulletin 5 and Bulletin 5 Guidance and Procedures.

Enter Invoice Date

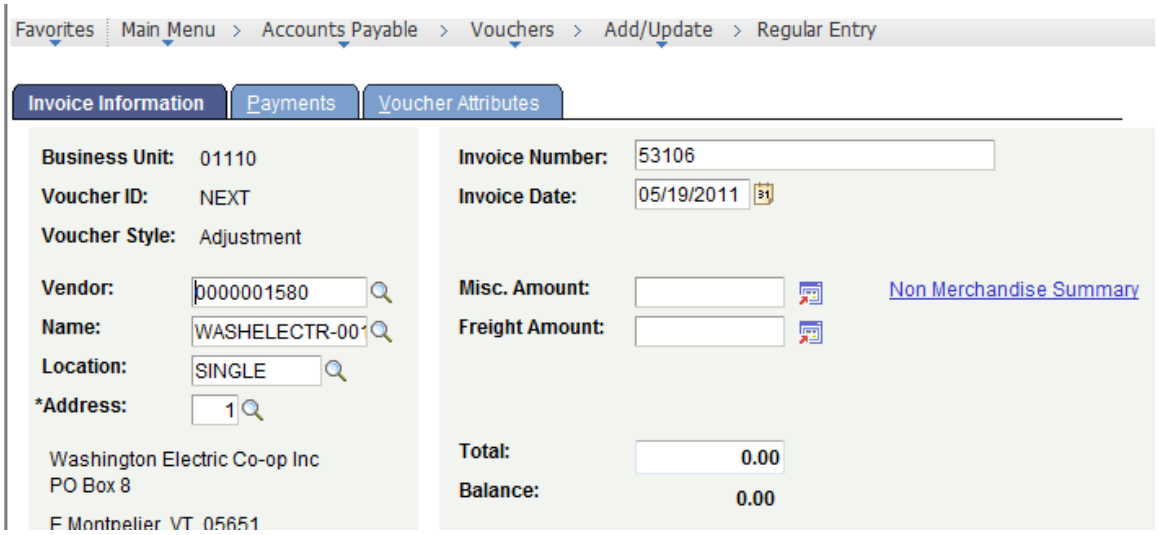
- As per the vendor's invoice



Click Add

Invoice information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

Accounting Date = current date (this must never be changed manually),
Currency = USD,
Distribute by = Amount,
Ship To = default ship to location for your Business Unit,
GL Unit defaults in.



Enter Credit Memo Amount in Total field

- Enter the amount as a credit (example –25.00)

Enter Voucher ID – if original Voucher ID is unknown, leave blank

- Under Copy from a Source Document Enter Voucher ID of original payment or
- Click on the magnifying glass to select from the list

Click on Copy to Voucher (if you entered the original Voucher ID)

Enter Line Description

- Enter the description of the credit memo

Enter Amount under Extended Amount

- Enter the amount as a credit (example -25.00)

Enter Amount under amount in Distribution Lines

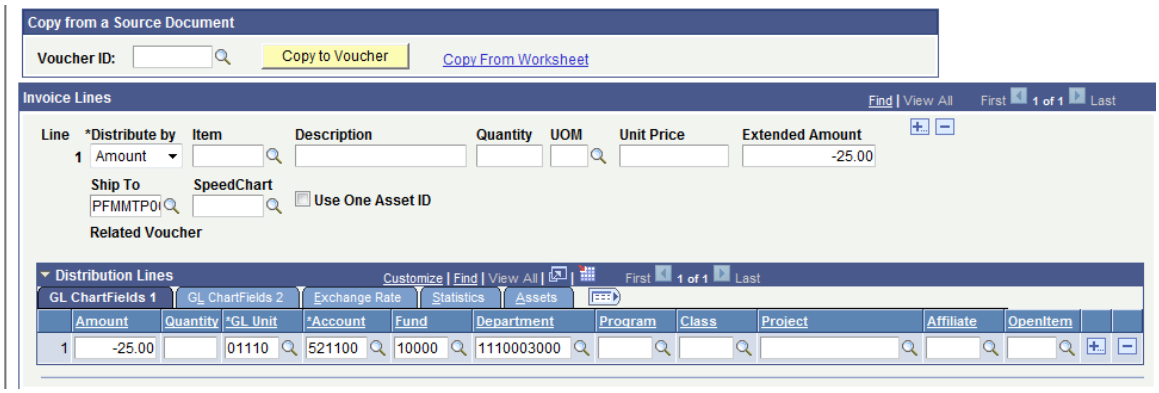
- Enter the amount as a credit (example -25.00)

Enter Account Number from the original voucher

Enter Fund from the original voucher

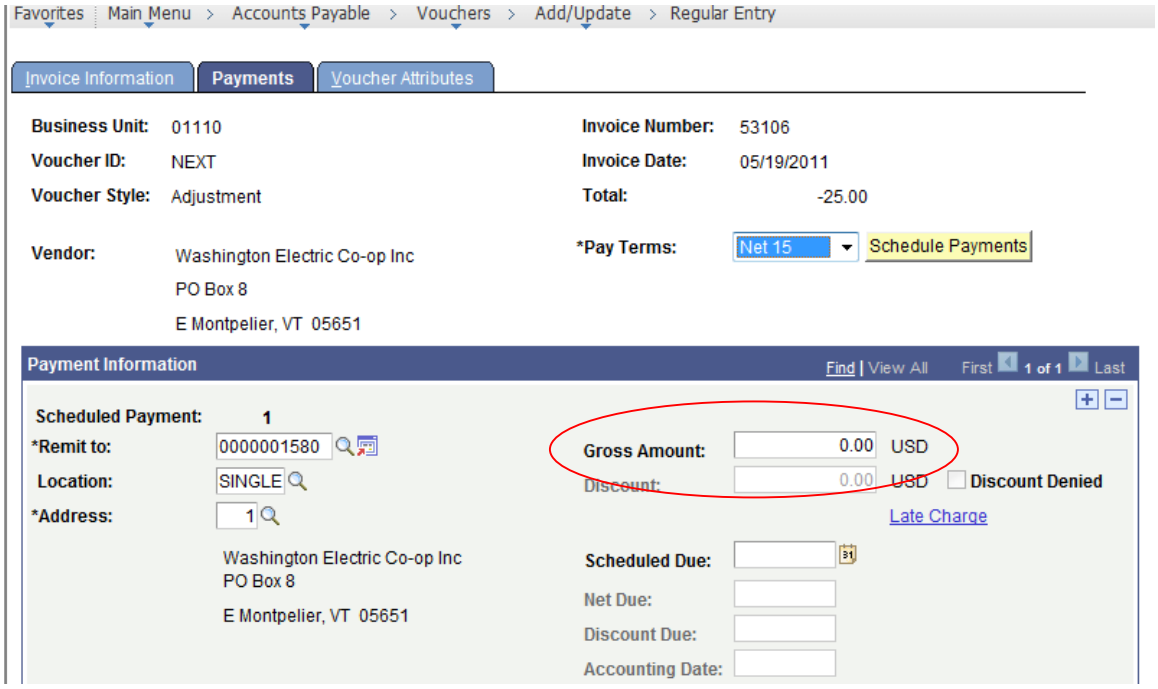
Enter Dept ID from the original voucher

Enter Program from the original voucher (If used by your department)
Enter Class from the original voucher (If used by your department)
Enter Project/Grant from the original voucher (If used by your department)



The page should now look similar to the one above.

Click on Payments Tab



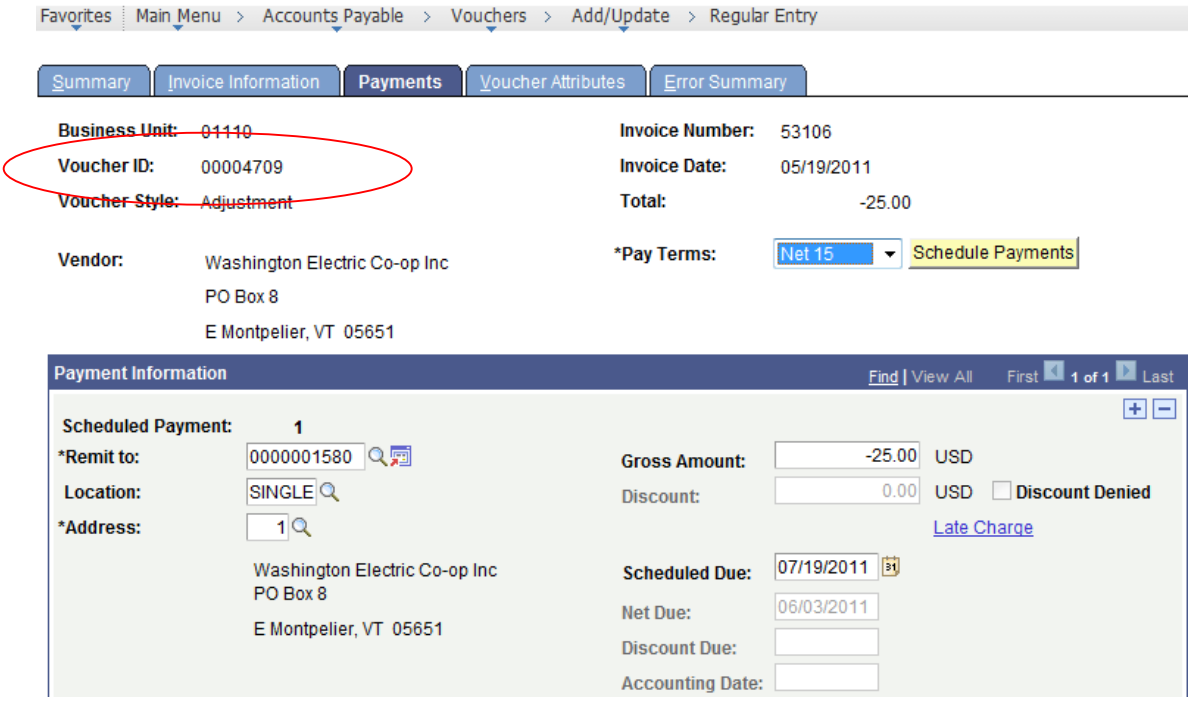
Review Payment information that defaulted in from the vendor.

<u>Note</u>: Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.

<u>Note</u>: The address selected on the payment information page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

Click Save

- Voucher is saved
- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).



Enter a Journal Voucher

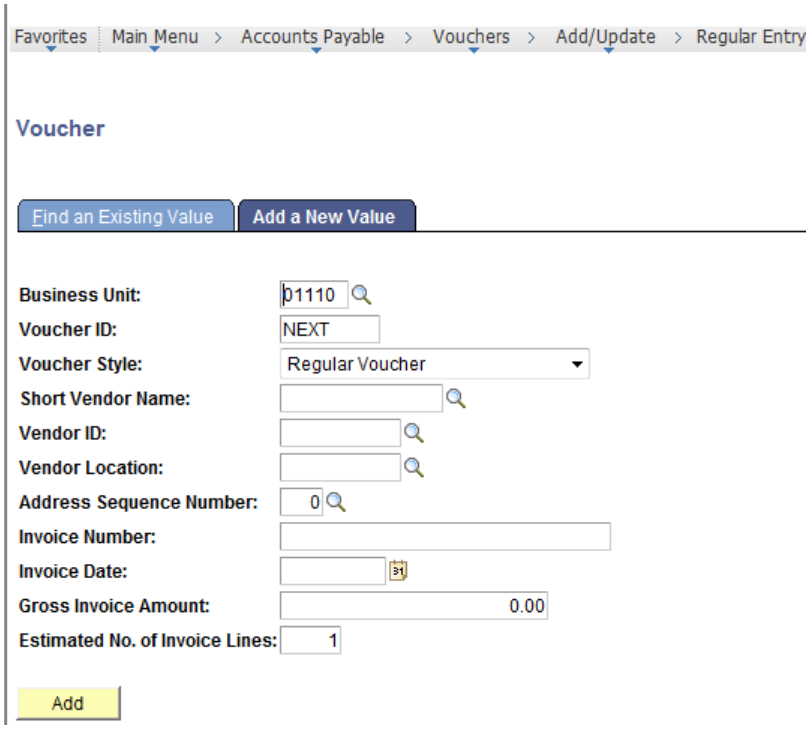
Situation when this function is used: A journal voucher is used to correct accounting entries on a previously entered Accounts Payable voucher. It is a zero-balance voucher, and relates to a single identifiable voucher. Journal vouchers are only used to correct entries within one Business Unit. No checks are written as a result of these entries.

If correcting entries need to be made between Business Units, you **MUST** do a TSF General Ledger Journal Entry.

Note: If a voucher has been corrected by a journal voucher and then the journal voucher needs to be corrected, another journal voucher (**NOT** an ONL journal) can be done. Be sure to make the invoice number unique so that you don't receive a duplicate invoice error. (For example, if the original invoice number was 98985, you could enter it as 98985**A**.)

Required Fields:
Vendor ID
Vendor Name
Location
Address
Invoice Number
Invoice Date
Amount
GL Unit
Account
Fund
Department ID
Pay Terms
Related Voucher
Line Description
Accounting Template

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry



Your default Business Unit will appear in the Business Unit Field. The Voucher ID will default as NEXT. Voucher Style defaults in as Regular Voucher.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

Enter Business Unit

- Leave as user default or
- Enter appropriate business unit.

Choose Voucher Style

- Click on the drop down arrow and choose **Journal Voucher**

Enter Vendor ID

- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

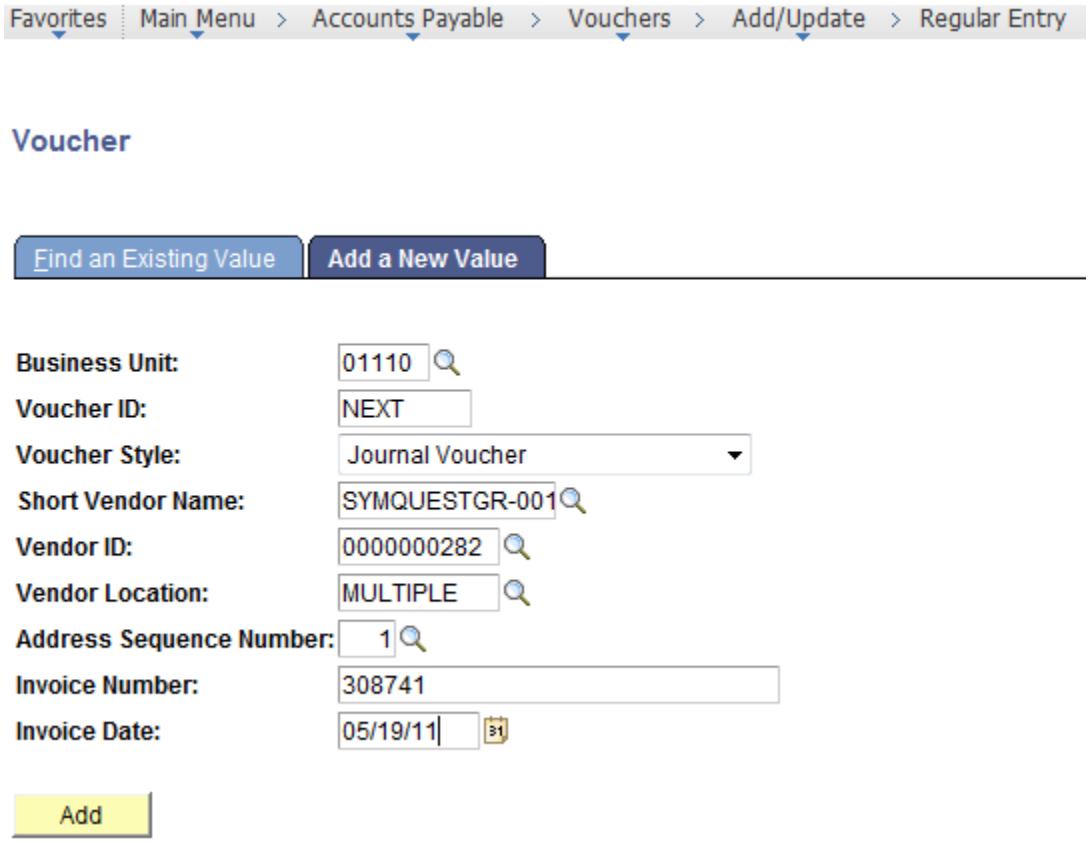
Note: If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/Update > Vendor

Enter Invoice Number

- Enter invoice number from the original voucher

Enter Invoice Date

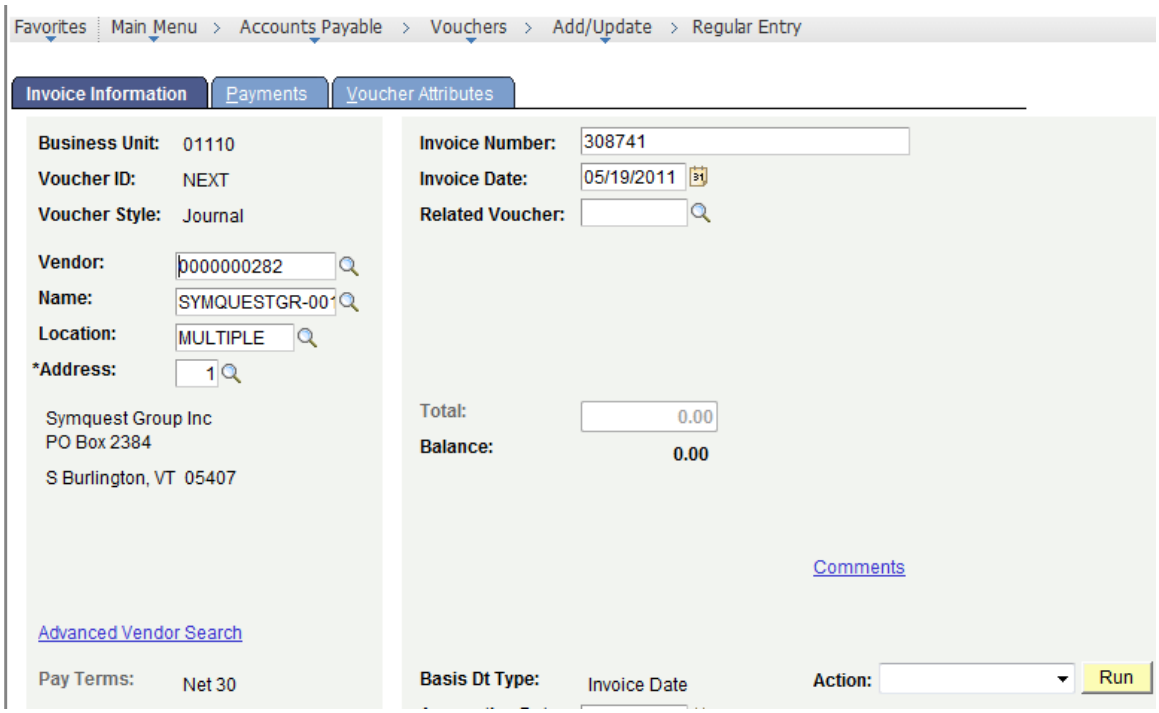
- As per the vendor's invoice



Click Add

Invoice information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

Accounting Date = current date (this must never be changed manually),
Currency = USD,
Distribute by = Amount,
Ship To = default ship to location for your Business Unit,
GL Unit defaults in.

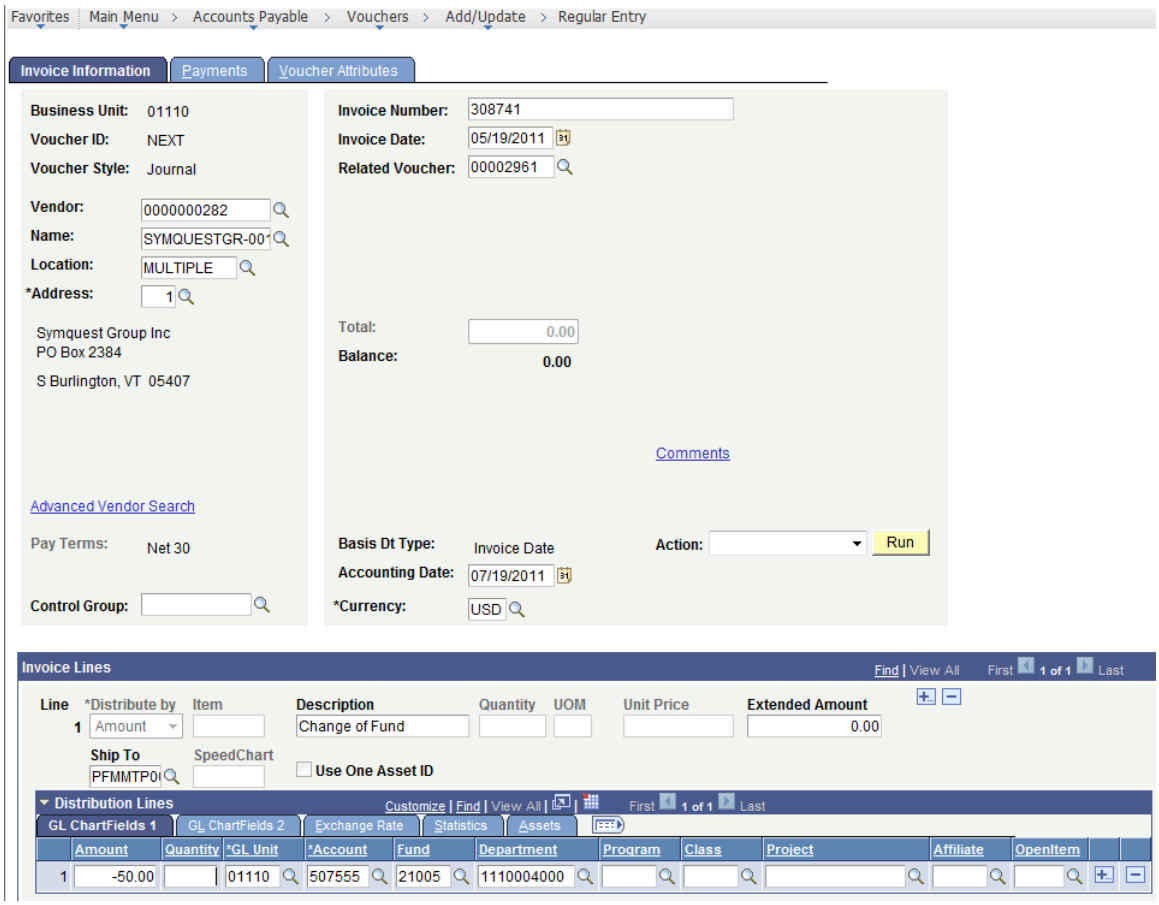


Total Amount defaults in with 0.00 and is grayed out

Enter the Related Voucher number

- Enter the Voucher ID of the voucher being corrected or
- Click on the magnifying glass to choose from the list

***** If you need to enter <u>more than one</u> journal voucher for a voucher correction, enter the Original Voucher ID in the Related Voucher field.***



Enter Line Description

- Enter the description of the journal voucher

Enter Amount for line 1

- Enter the amount as a **negative amount**

Enter Account Number

- Enter the account number of the incorrect line from the original voucher

Enter Fund

- Enter the fund of the incorrect line from the original voucher

Enter Dept ID

- Enter the Dept ID of the incorrect line from the original voucher

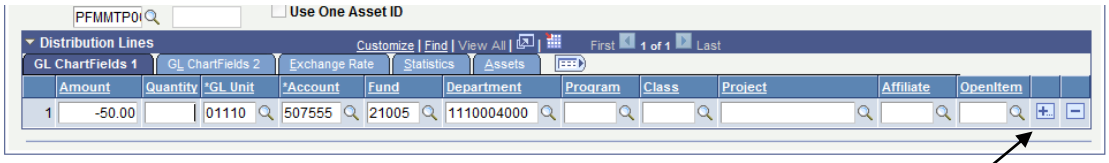
Enter Program (If used by your department)

- Enter the Program of the incorrect line from the original voucher

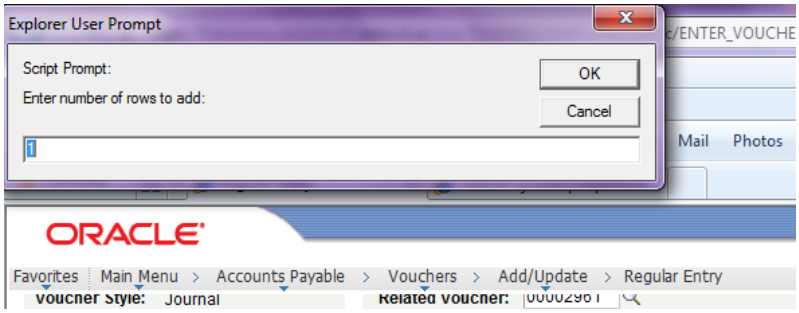
Enter Class (If used by your department)

- Enter Class of the incorrect line from the original voucher

Enter Project/Grant (If used by your department)
Enter Project/Grant of the incorrect line from the original voucher

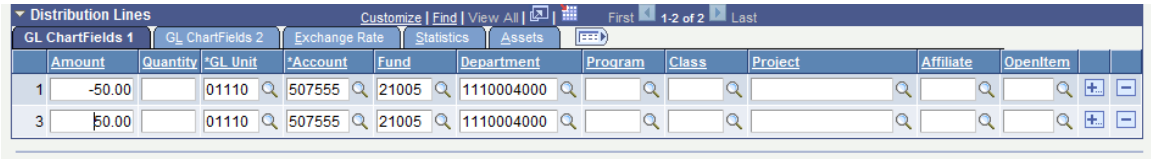


Scroll all the way over to the right of the screen and click on the + box located at the end of the distribution line



A prompt box will open asking how many rows to add with a default of 1

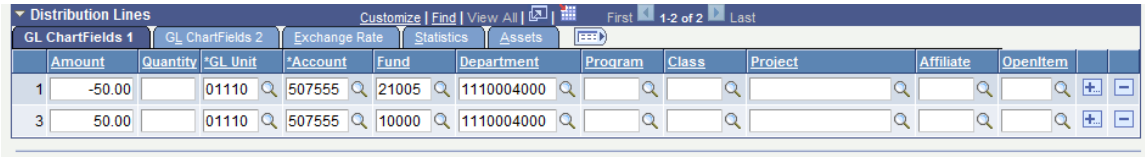
Click OK



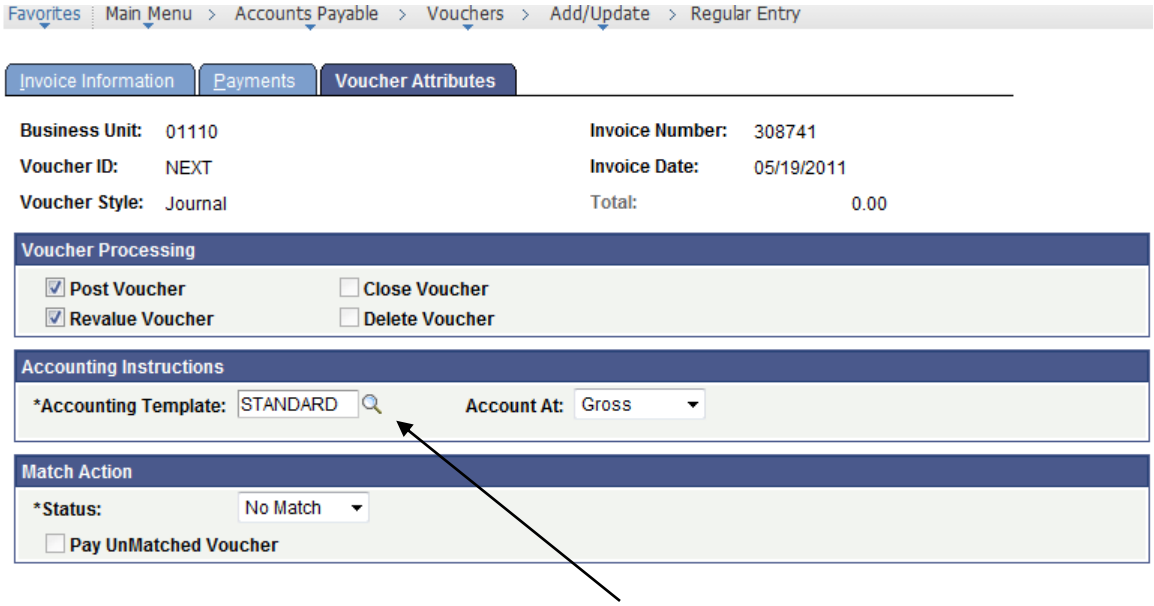
Distribution Line 2 opens for Invoice Line 1 of the Journal Voucher. All of the chartfield information populates from Distribution Line 1.

The Amount field populates with a debit amount to offset Distribution Line 1.

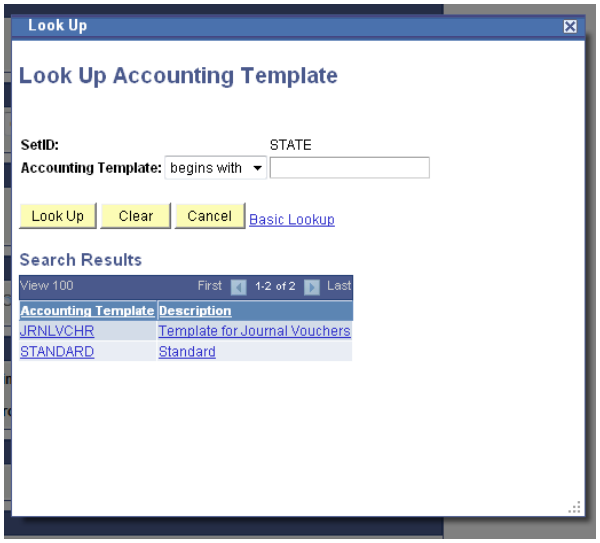
Enter the *correct* chartfield information that should have been paid on the original voucher on Distribution Line 2.



Click on the Voucher Attributes Tab

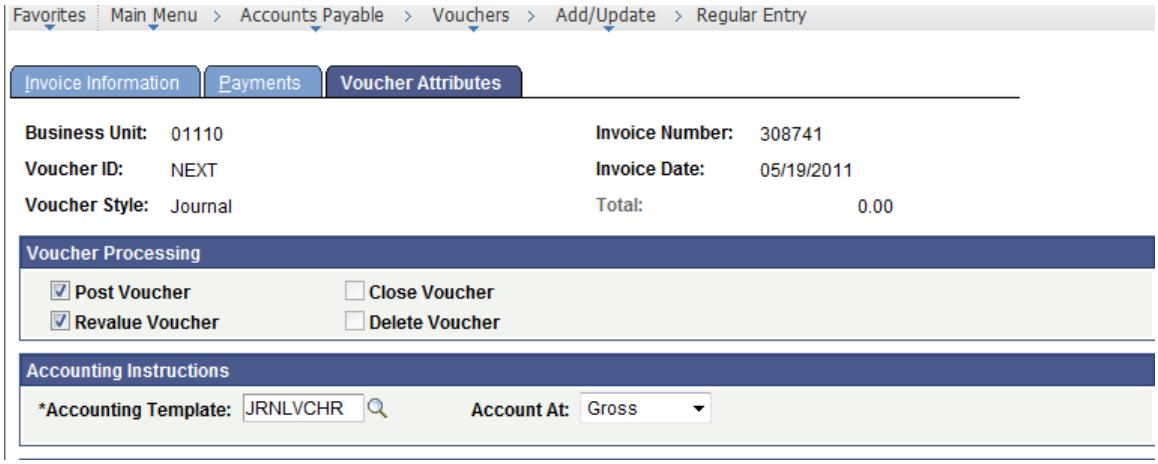


Click on the magnifying glass next to Accounting Template



Click on JRNLVCHR – this <u>must</u> be done in order for the journal voucher to create the correct accounting entries.

<u>NOTE</u>: If it is realized that the accounting template was not changed, contact Financial Operations to unpost the journal voucher to make the correction.



Click Save

- Journal Voucher is saved

The journal voucher will now need to be approved and budget checked.

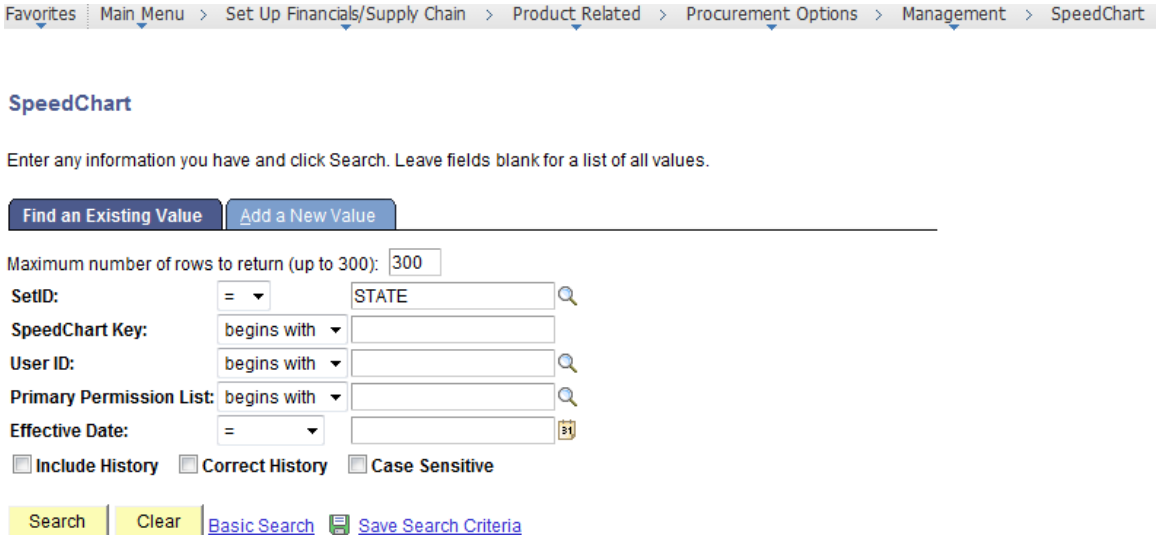
How to Set Up Speed Charts

Situations when this function is used: Speed charts can reduce the amount of time it takes to enter vouchers with the same accounting information. Individuals can set up their own speed charts or they can be set up so that many people in a business unit can use them. Speed charts are effective dated so new chart field information may not be usable in an existing speed chart. You will need to inactivate the existing speed chart and enter a new effective dated speedchart.

Speed charts are Business Unit specific, but can be used on any voucher within the business unit no matter the vendor.

Required Fields: **Set ID**
Speedchart Key
User ID
Effective Date
Description
Security
Percent
GL Unit
Account
Fund
Department ID

Navigation: Set Up Financials /Supply Chain > Product Related > Procurement Options > Management> Speed Chart



Speedchart panel opens.

SetID defaults in as equal to STATE but <u>MUST be changed to your AP Business Unit</u>.

Click on the Add a New Value tab

Enter SetId:

- Enter appropriate business unit

Enter Speedchart Key

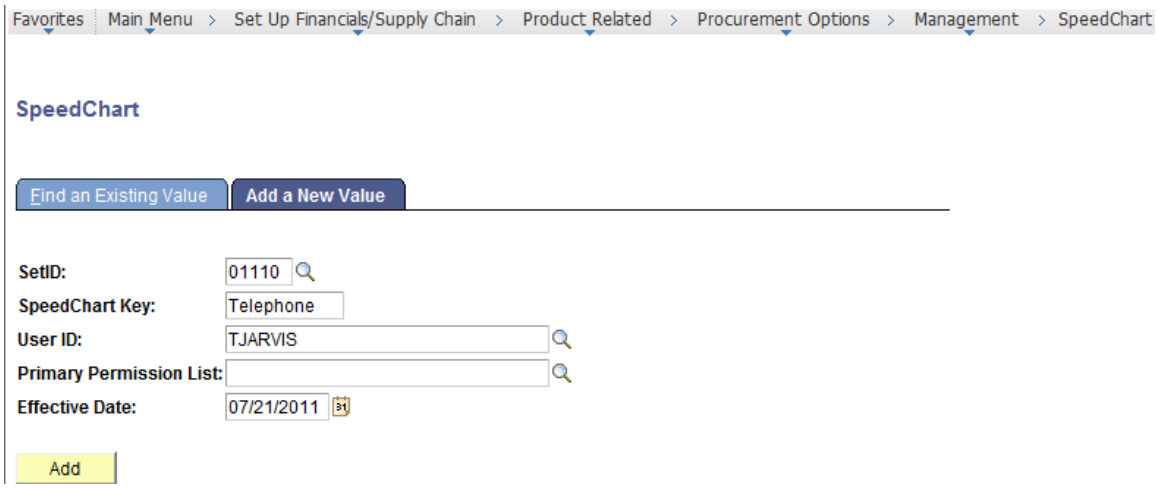
- Enter what you want the speedchart to be called

Enter User ID

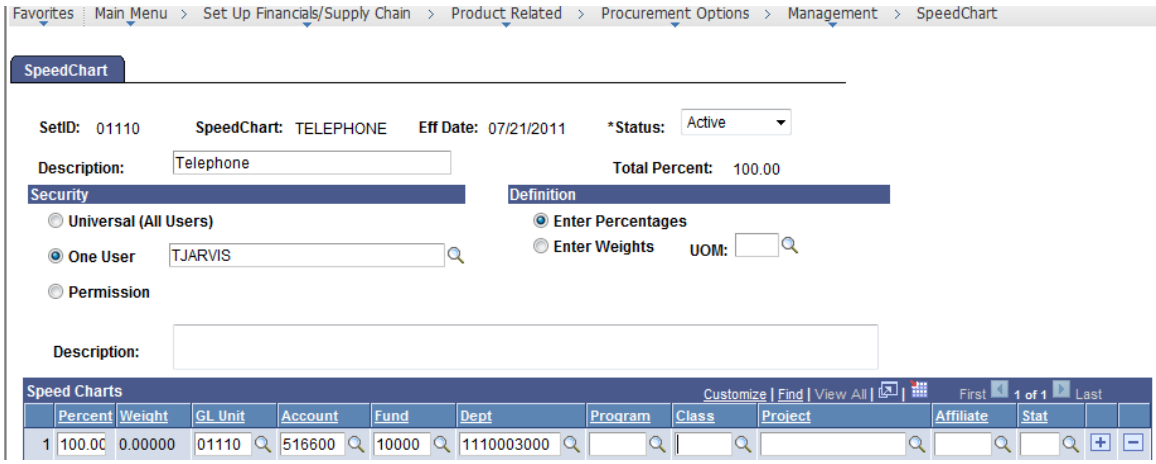
- Enter your User ID or
- Click on the magnifying glass and select from the list

Enter the Effective Date

- Enter the date that you would like the Speedchart to be available for use



Click Add



Speedchart page opens. The information entered on the Add page has populated onto this page. Status defaults in as Active.

Enter Description

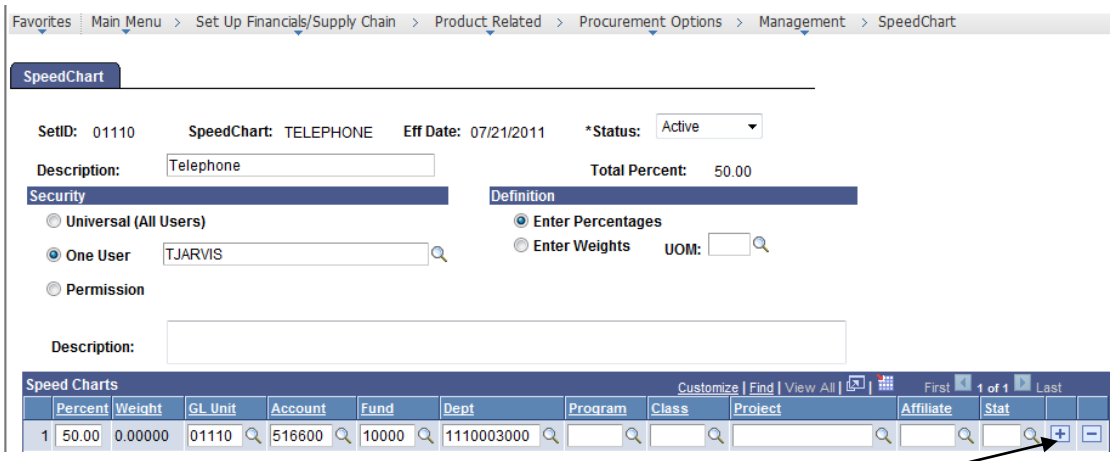
- Enter a brief description of what the speedchart is used for

Select the Security that should apply to the speedchart

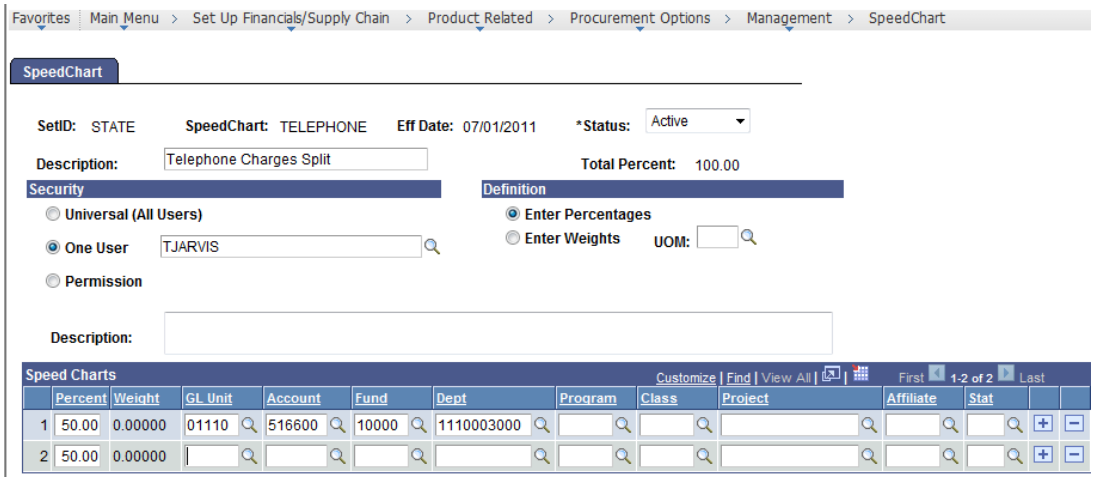
- Select Universal if anyone within the business unit should have access to the speedchart or
- Select One User and fill in the user name if only that user should have access to the speedchart
- **The permission option is not used by the State of Vermont**

Under Speed Charts

- **Enter Percent that should be applied to row 1**
- **Enter GL Unit**
- **Enter Account**
- **Enter Fund**
- **Enter Dept ID**
- **Enter Program** (if used by your dept)
- **Enter Class** (if used by your dept)
- **Enter Project** (if used by your dept)



Now, click on the + sign beside row 1 to add a new row

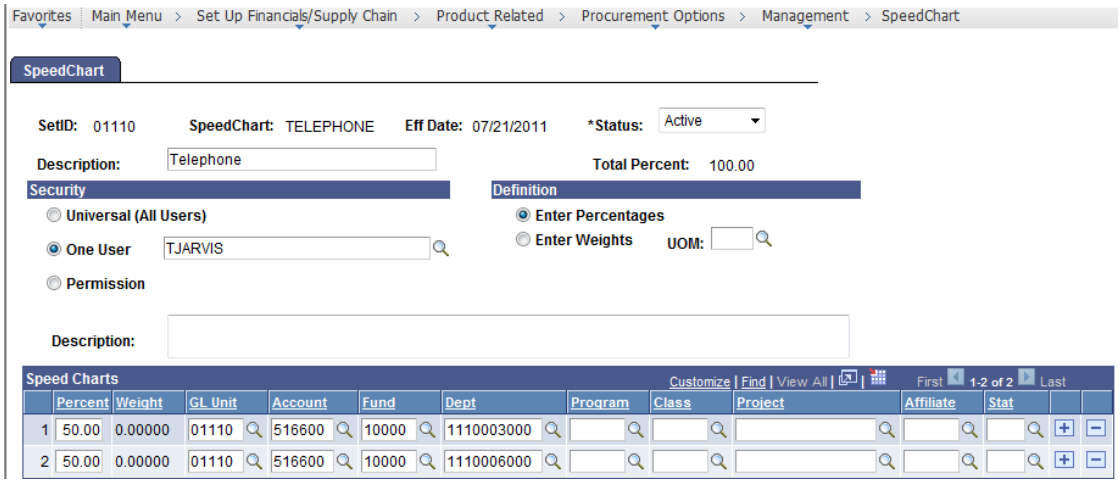


New row opens

Fill in percent of split that should be applied to row 2 accounting information

Under Speed Charts for row 2

- **Enter Percent that should be applied to row 2**
- **Enter GL Unit**
- **Enter Account**
- **Enter Fund**
- **Enter Dept ID**
- **Enter Program** (if used by your dept)
- **Enter Class** (if used by your dept)
- **Enter Project** (if used by your dept)



The percentages between all of the rows must equal 100 percent.

Click Save

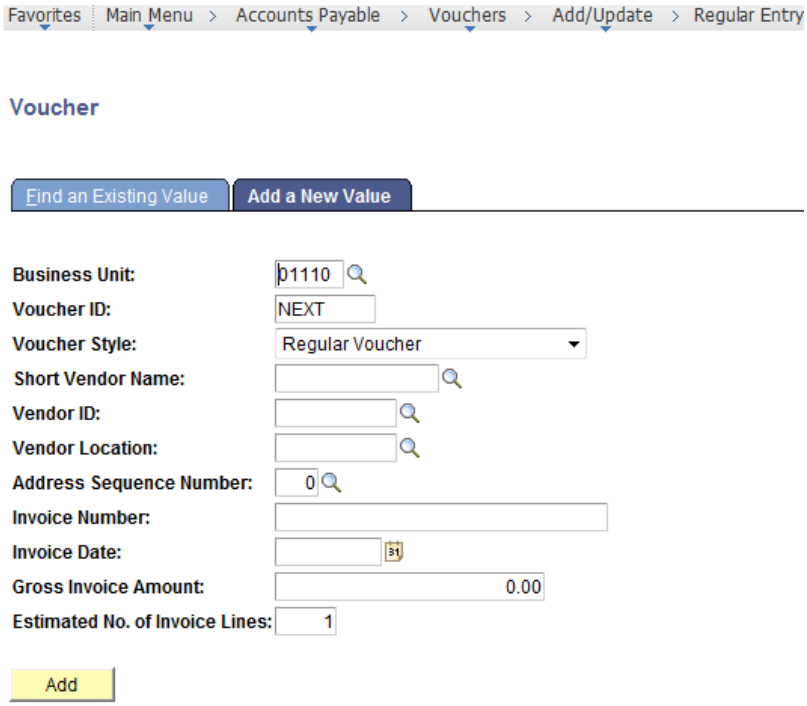
Adding a Voucher using a Speed Chart

Situations when this function is used: Speed charts can reduce the amount of time it takes to enter vouchers with the same accounting information. Individuals can set up their own speed charts or they can be set up so that many people in a business unit can use them. Speed charts are effective dated so new chart field information may not be usable in an existing speed chart.

Speed charts are Business Unit specific, but can be used on any voucher within the business unit no matter the vendor.

Required Fields: **Business Unit**
Vendor ID
Vendor Name
Location
Address
Invoice Number
Invoice Date
Amount
Speedchart
Pay Terms

Navigation: Accounts Payable > Vouchers > Regular Entry



Your default BU will appear in the Business Unit field. Voucher ID will be NEXT.

Much of the voucher information can be entered in the voucher add function or entered later in the voucher pages.

Enter Business Unit

- Leave as user default or
- Enter appropriate business unit

Enter Vendor ID

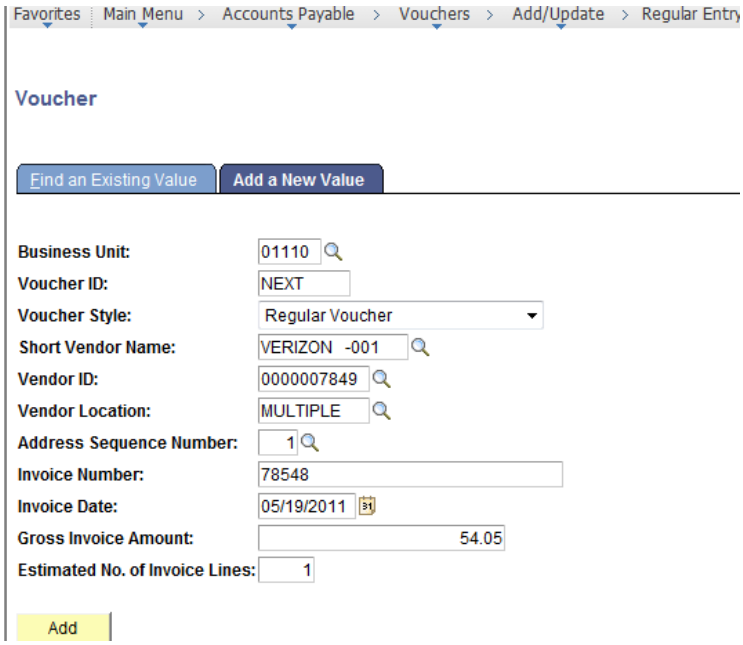
- Enter the vendor number, including the leading zeros and tab out of field. Short Vendor Name, Vendor Location, and Address Sequence Number automatically populate.

Note: If you need to search for a vendor use the following navigation; Vendors > Vendor Information > Add/Update > Vendor

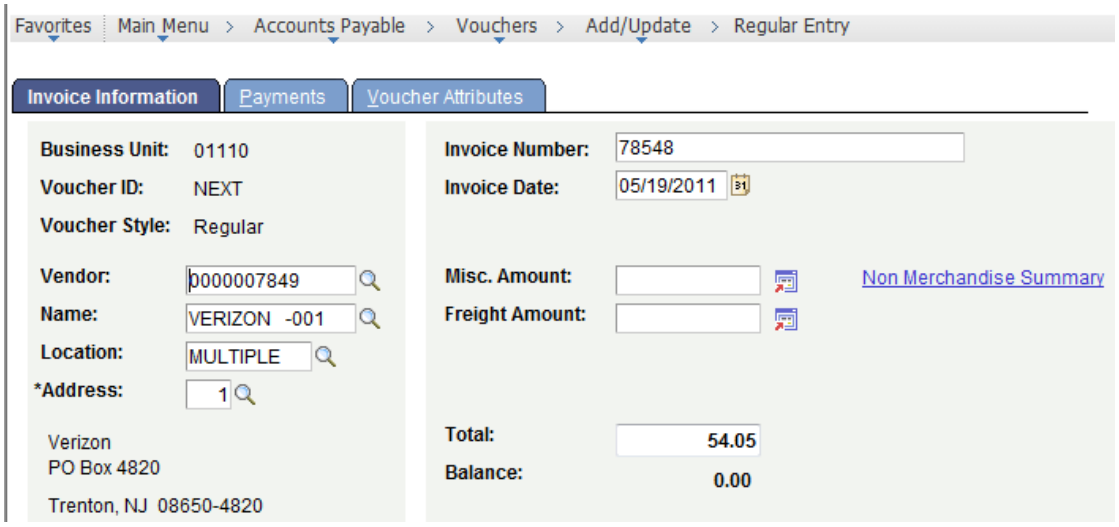
Enter Invoice Number
Enter Invoice Date

- As per the vendor's invoice

Enter Gross Invoice Amount



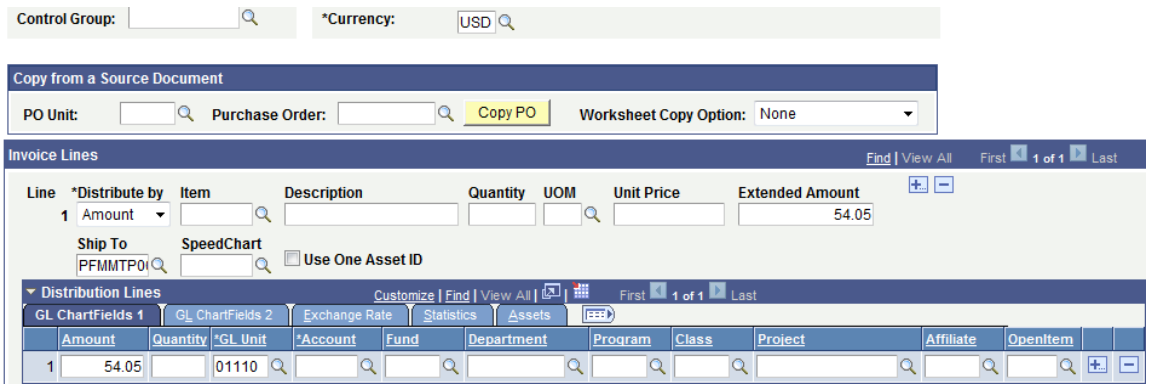
Click Add



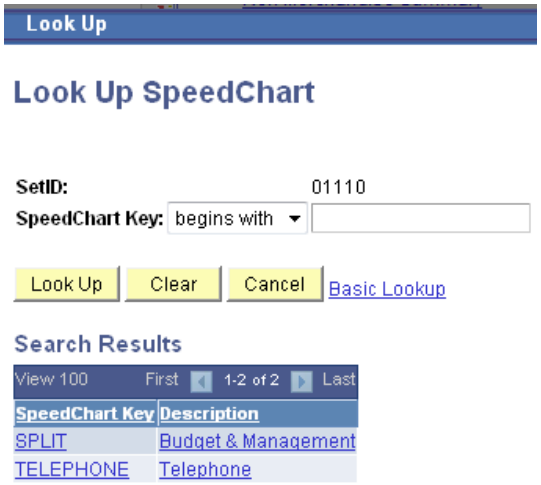
The Invoice Information page loads. The information entered on the Add a New Value page has populated the fields on the Invoice Information page. The following information defaults in:

Accounting Date = current date (this must never be changed manually),
Currency = USD,
Distribute by = Amount,
Ship To = default ship to location for your Business Unit,
GL Unit defaults in.

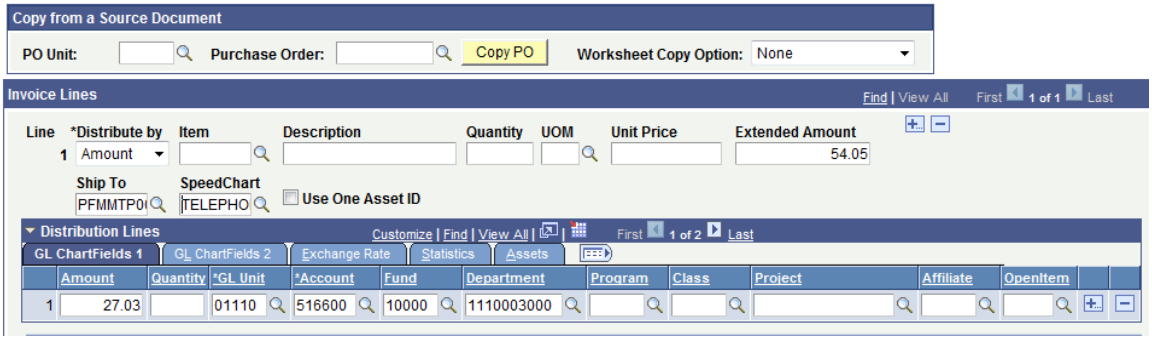
Scroll down the screen and the Invoice Lines box can be seen.



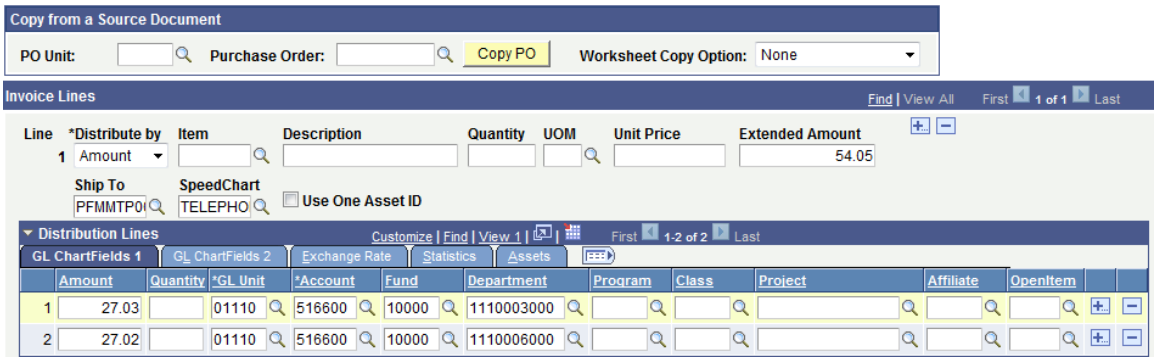
Click on the Magnifying Glass next to SpeedChart



Select the Speedchart by clicking on the link



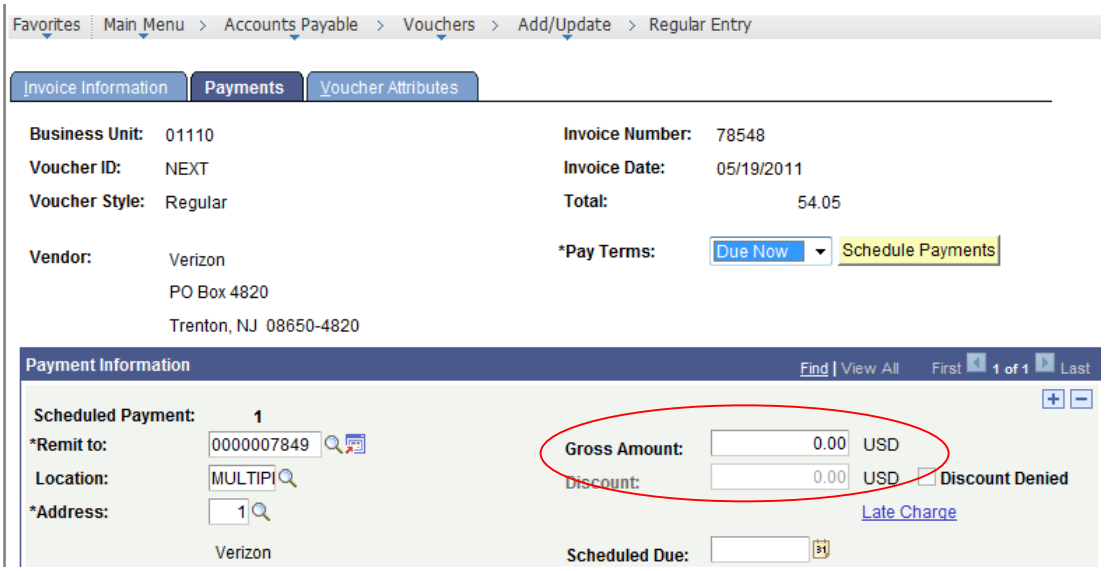
Click on View All in the Distribution Lines to see both lines.



The chart field information has automatically filled in on the distribution lines. The amount of the invoice has been split 50/50 as was set up in the Speed Chart.

Enter Line Description

Click on Payments Tab

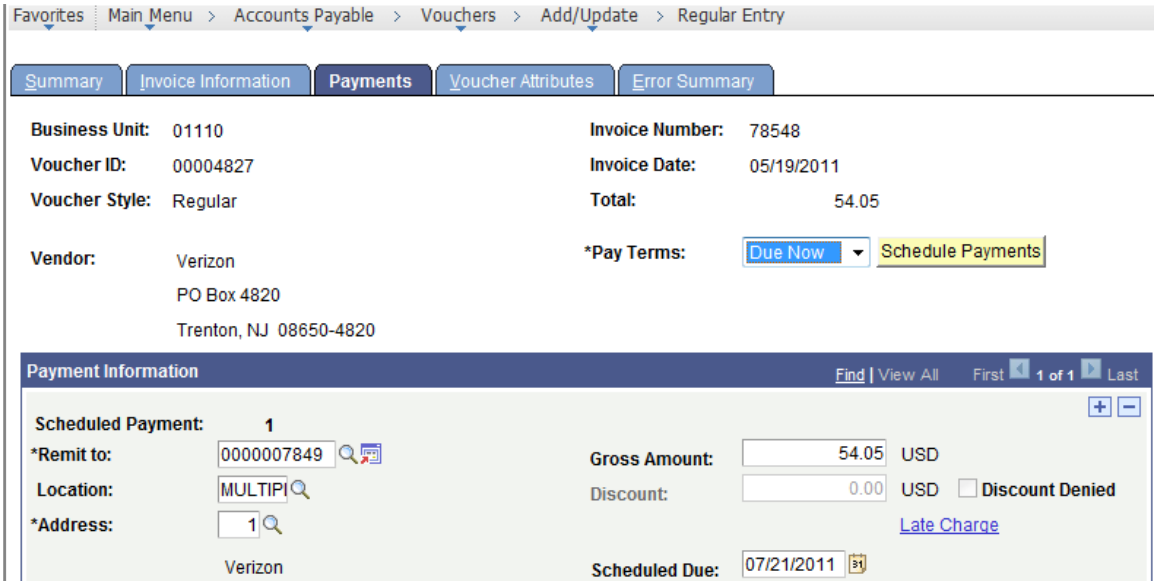


Review Payment information that defaulted in from the vendor.

<u>Note</u>: Gross Amount shows $0, but the correct amount will fill in when the voucher is saved.

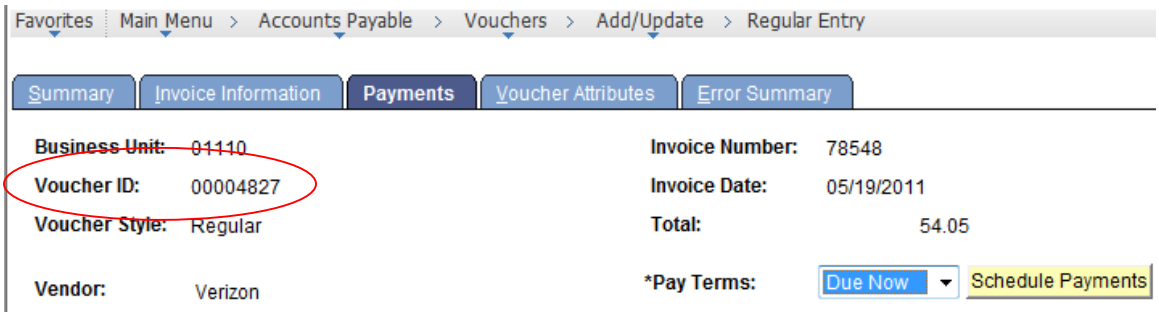
<u>Note</u>: The address selected on the payment information page is the address that the payment will be sent to – regardless of what address is on the invoice information page.

Click Save



- Voucher is saved

- Voucher Id # has been assigned. You can find the ID # in the upper left hand side of the page (see below).
- Gross Amt is now filled in.

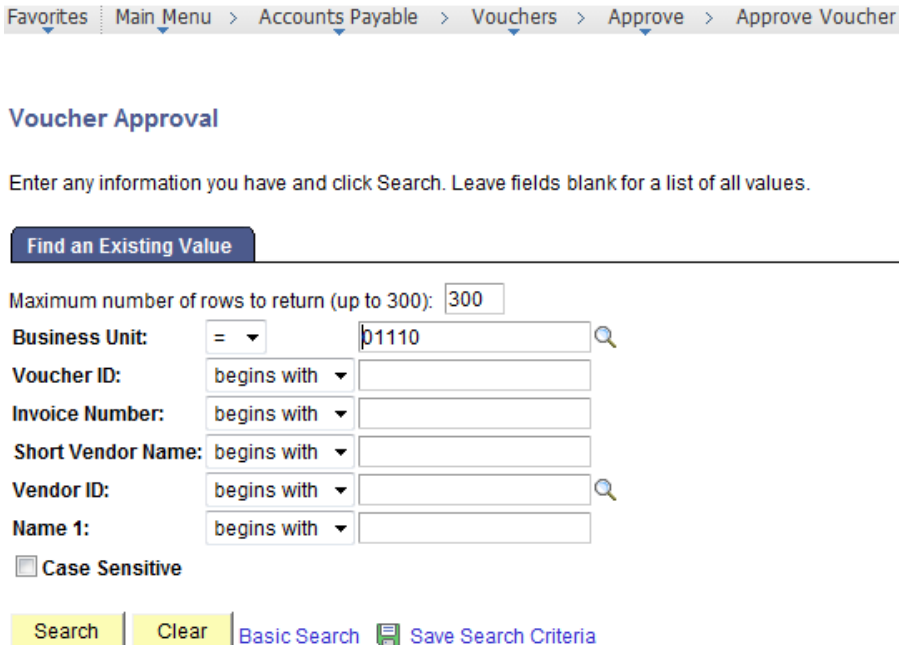


Approve a Voucher

Situations when this function is used: A voucher must be approved before it can be budget checked. By approving a voucher, you are signing off that it is a valid voucher that needs to be paid. You are also stating that all of the vendor, accounting, and payment information are correct including the amount of the voucher.

Required Fields: **Business Unit**
Voucher ID

Navigation: Accounts Payable > Vouchers > Approve > Approve Voucher



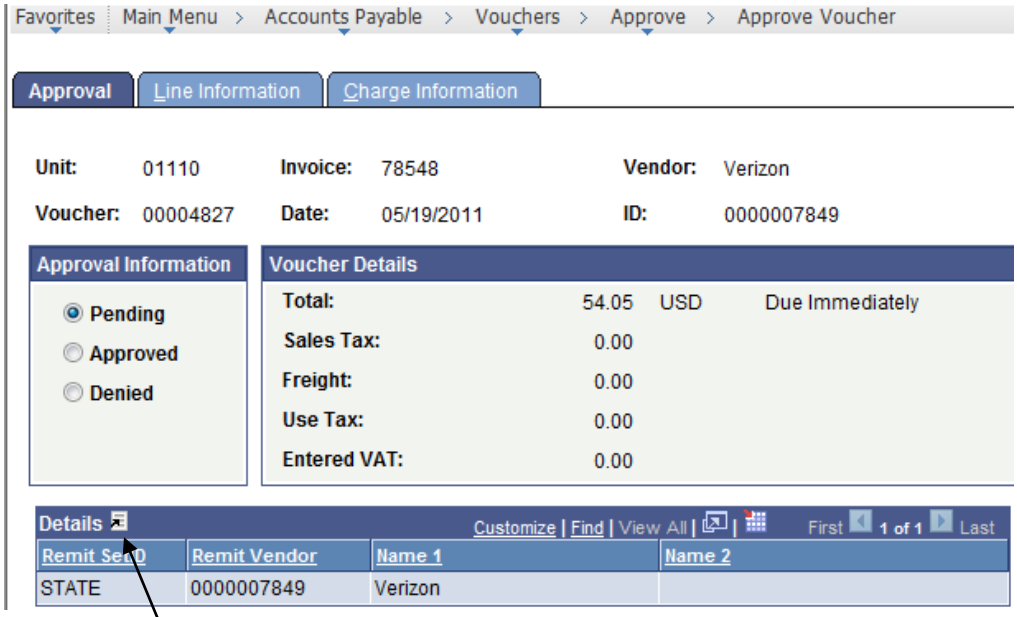
Your default BU will appear in the Business Unit field.

Enter Business Unit

- Leave as user default or
- Enter appropriate business unit

Enter Voucher ID

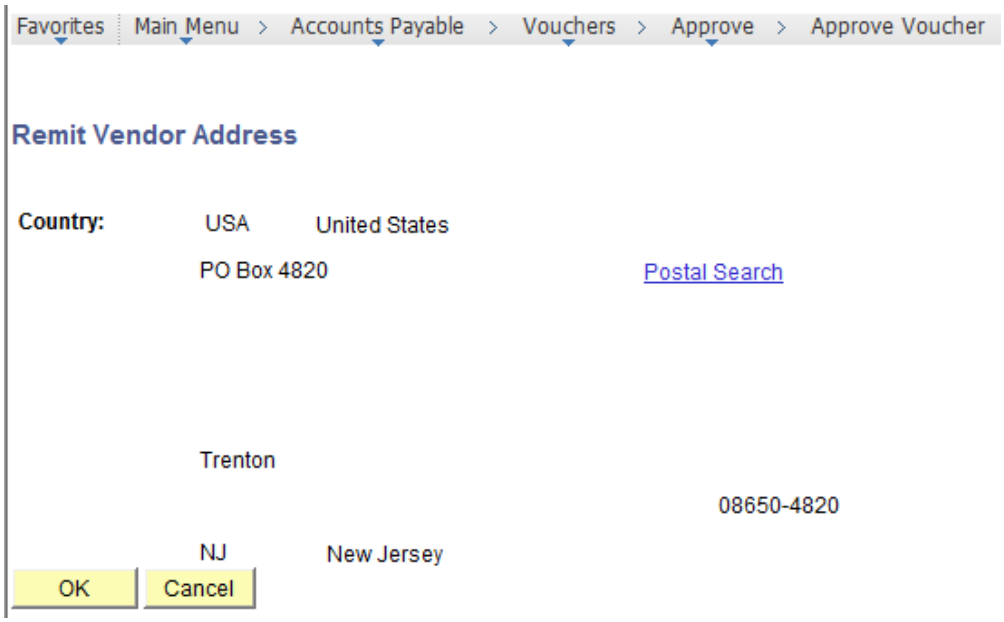
- Enter the Voucher ID of the voucher that needs approving (including the leading zero's) and Click on Search or
- Click on Search to display a list of vouchers that need approving and click on a voucher



Approval page opens. Business Unit, Invoice Number, Vendor, Voucher number, Invoice Date, Vendor ID number and amount all default in. The Payment terms and Vendor Details can be viewed on this page.

Under Approval Information the status of the Voucher is **Pending**.

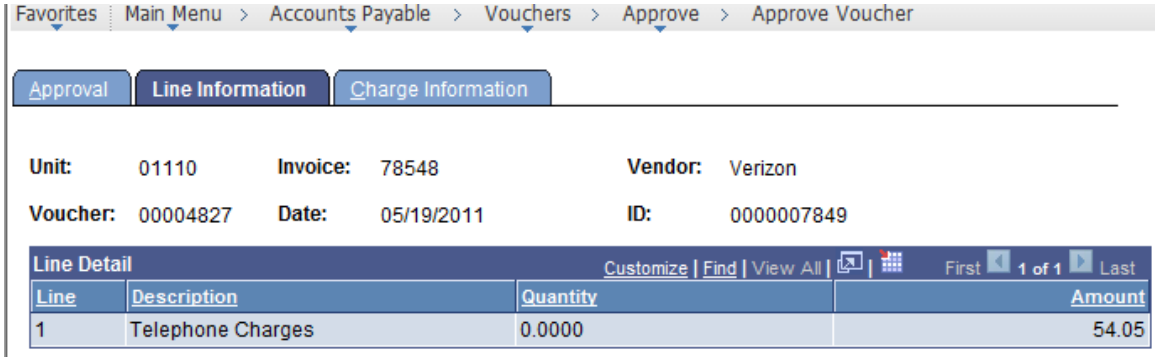
Click on the Details link to verify address information



Remit Vendor Address information appears. Verify that the information is correct.

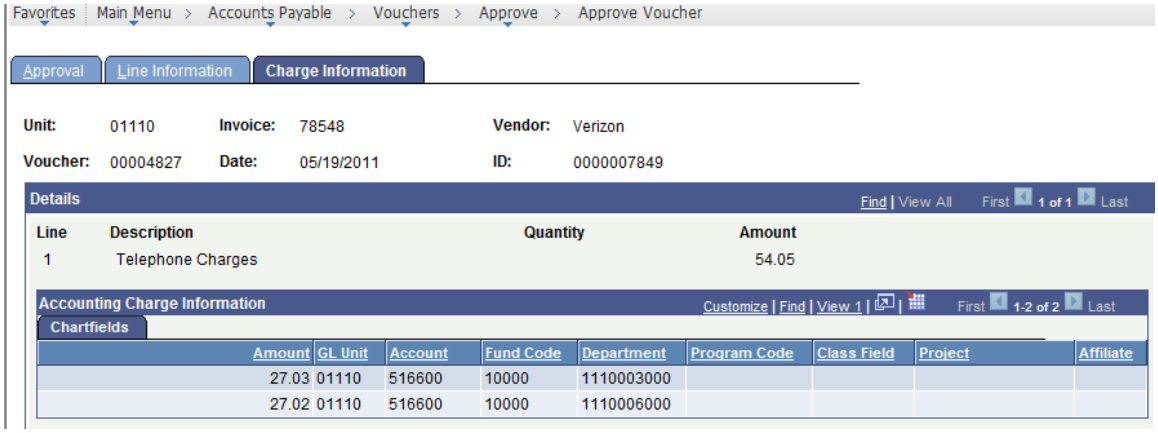
Click OK to return to Approval page

Click on Line Information tab to verify line details



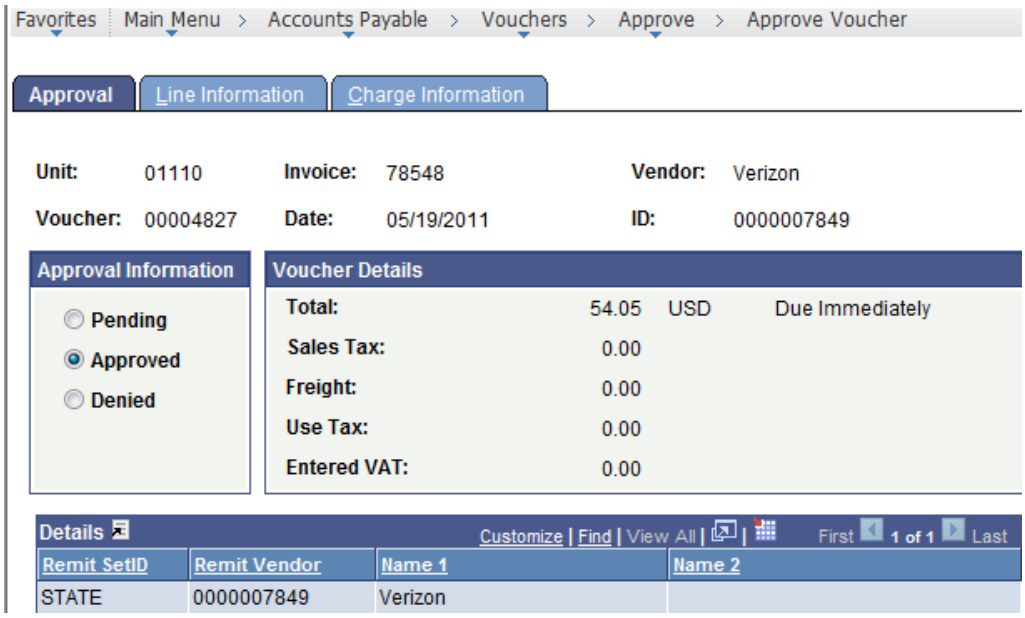
Line information page opens

Click on Charge Information tab to verify chartfield information



Charge information page opens. Click View All to display all records. This page displays the chartfield information for each line of the voucher.

Click on Approval Tab



Select Approved under Approval Information

Click Save

- The voucher has now been approved and is ready for budget checking.

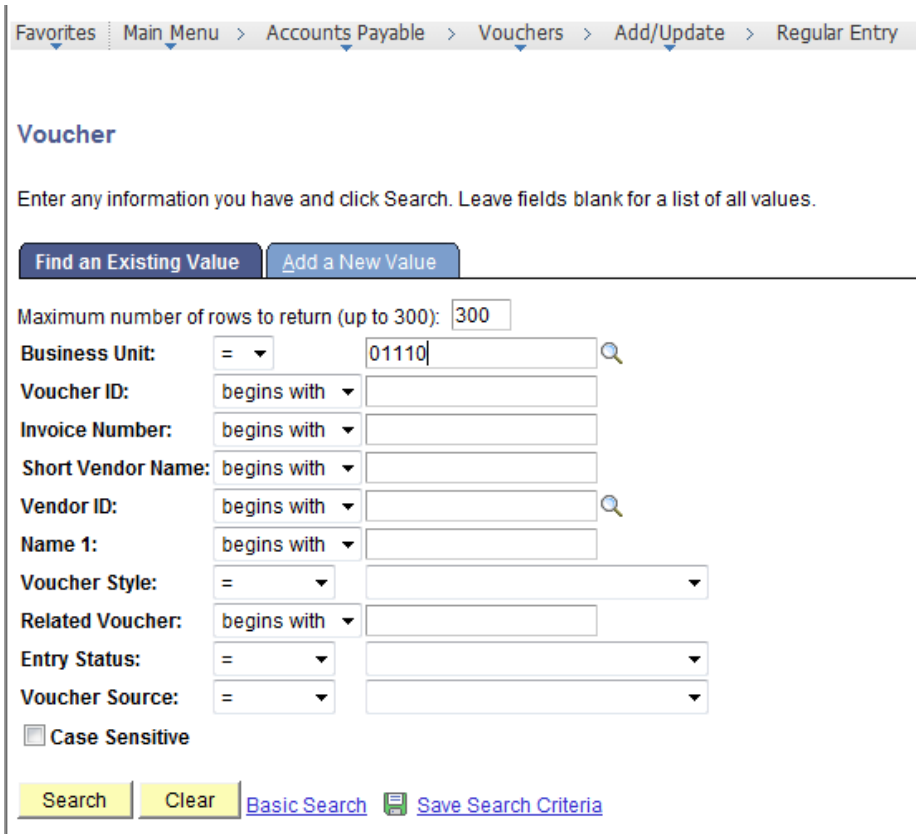
<u>Note</u>: If you wish to approve numerous vouchers that have sequential numbers, click search and choose the first voucher in the list to approve. After the first voucher is approved, click on the 'Next in List' button. This will display the next voucher in the list to be approved. This saves steps and the time it would take to go back to the first page and select another voucher.

Budget Check a Voucher Online

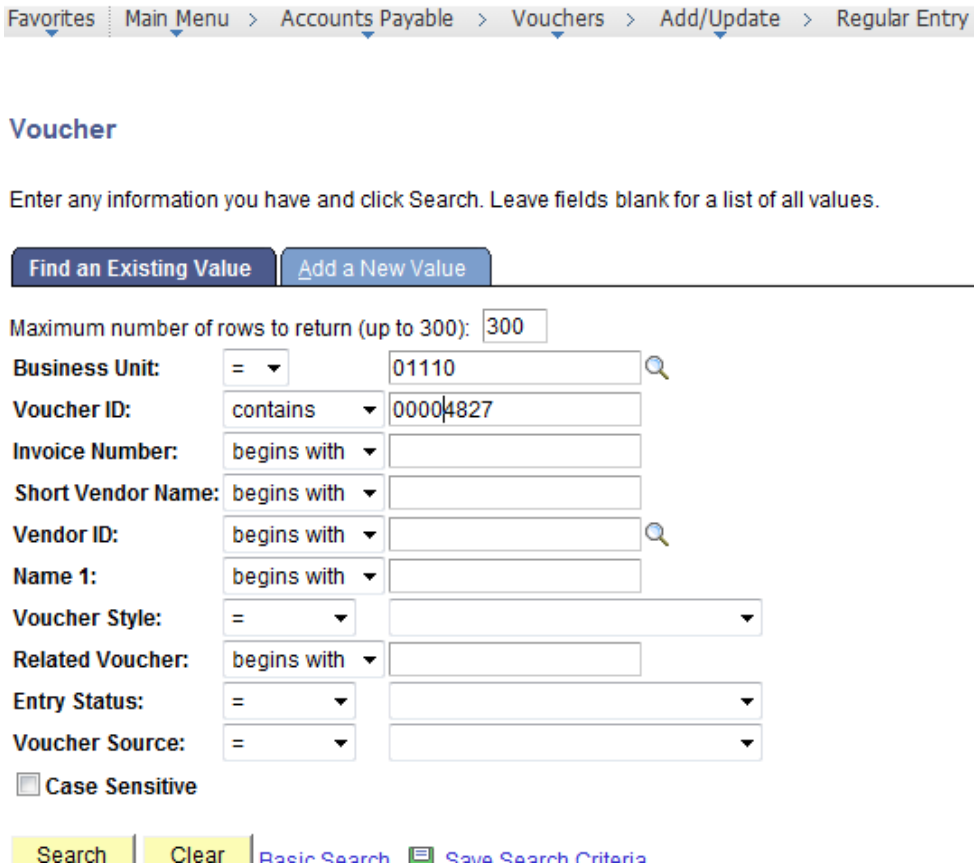
Situations when this function is used: The budget checking process checks vouchers and voucher accounting lines against all control budgets that they are subject to, updates the Commitment Control ledger, and updates the budget-checking status of the transactions. You can budget-check individual vouchers when you create them online, or you can budget-check multiple vouchers by batch processing. In this example you will budget check a voucher online.

Required Fields: **Business Unit**
Voucher ID
Action

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry



Click on Find an Existing Value tab



Your default BU will appear in the Business Unit field.

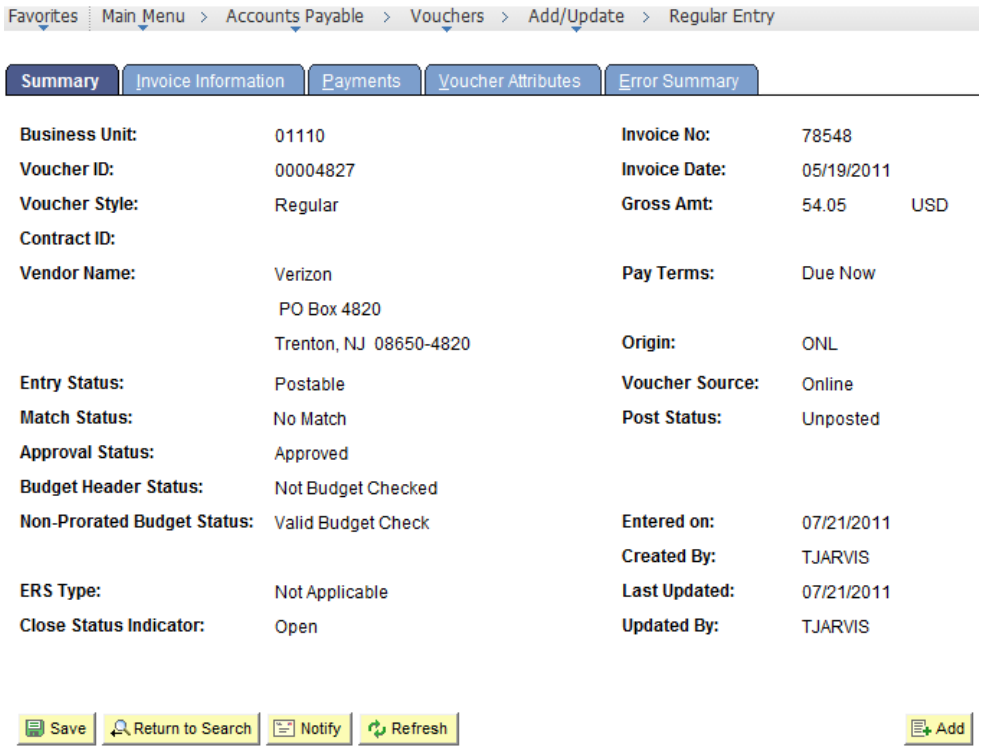
Enter Business Unit

- Leave as user default or
- Enter appropriate business unit

Enter Voucher ID

- Enter the Voucher ID (including leading zeros) of the voucher that needs to be budget checked.

Click Search

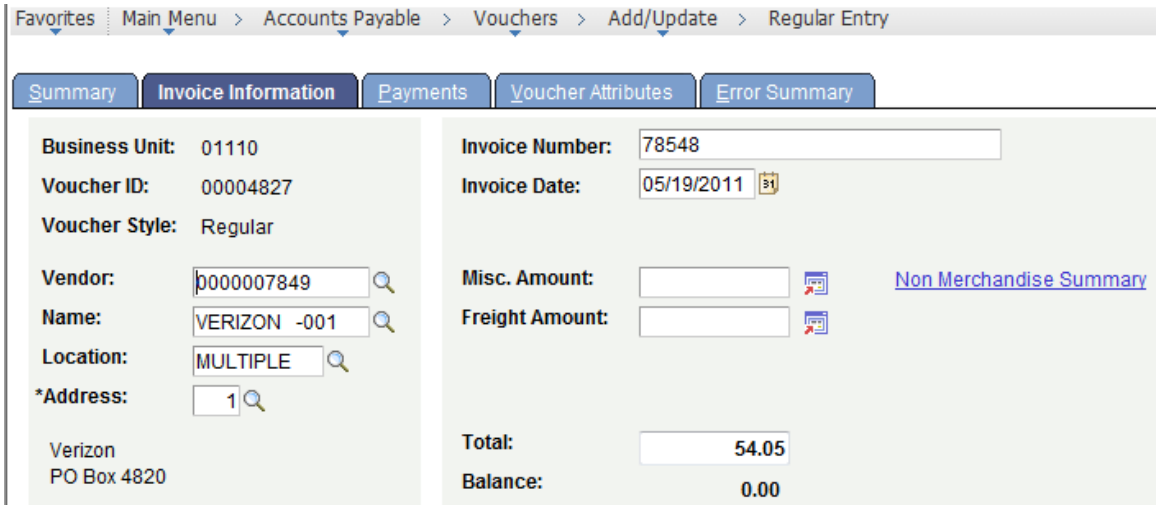


Voucher Summary page opens.

Confirm for the selected voucher that the Approval Status is 'Approved' and the Budget Header status is 'Not Budget Checked'.

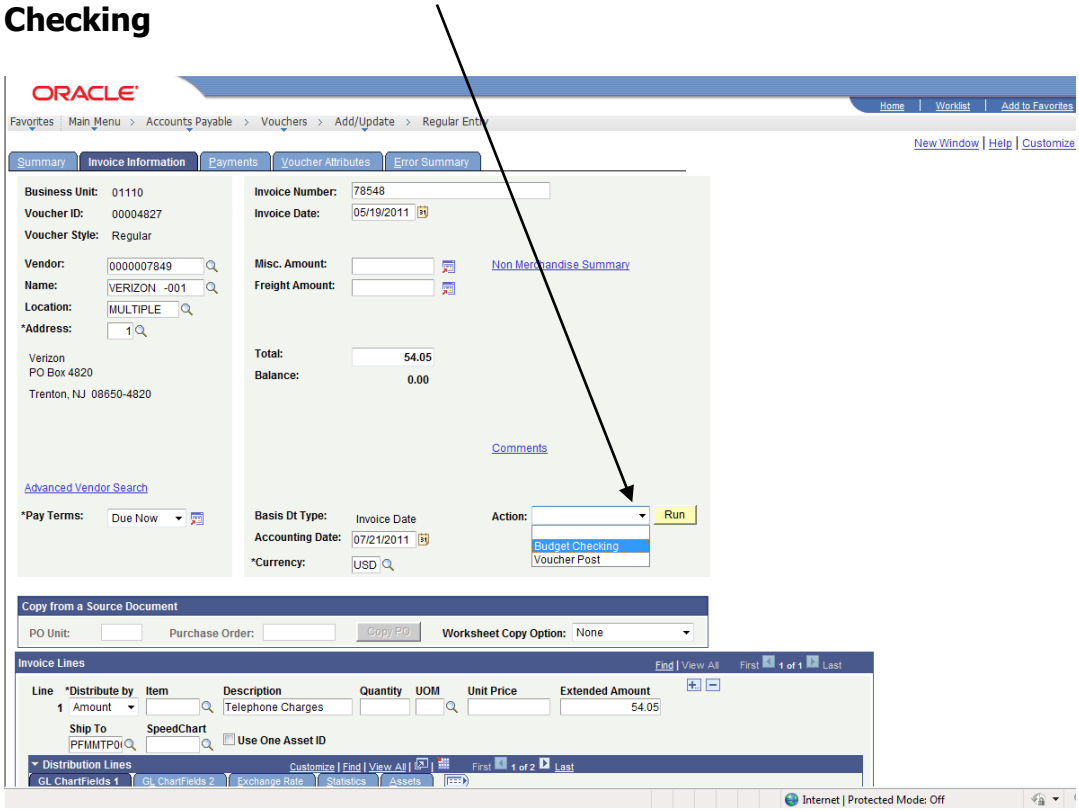
<u>REMINDER</u>: Vouchers must be 'Approved' before they can be budget checked.

Click on the Invoice Information Tab



Invoice Information page opens

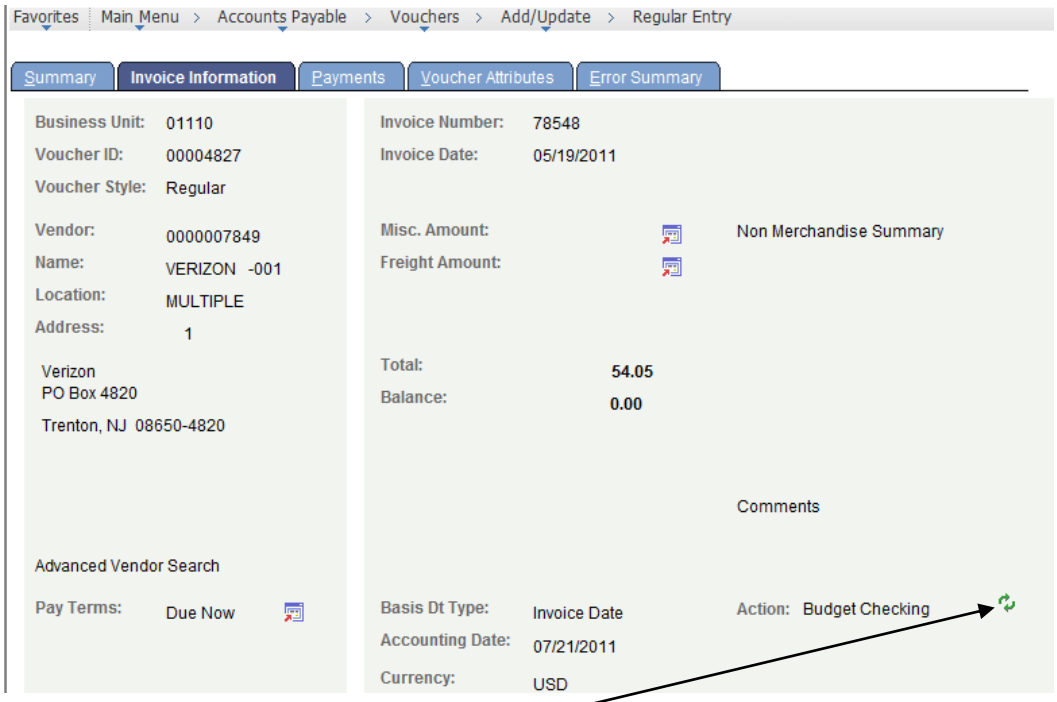
Click on the drop down arrow beside Action and choose Budget Checking



Click on Run and the Budget Checking Process is started

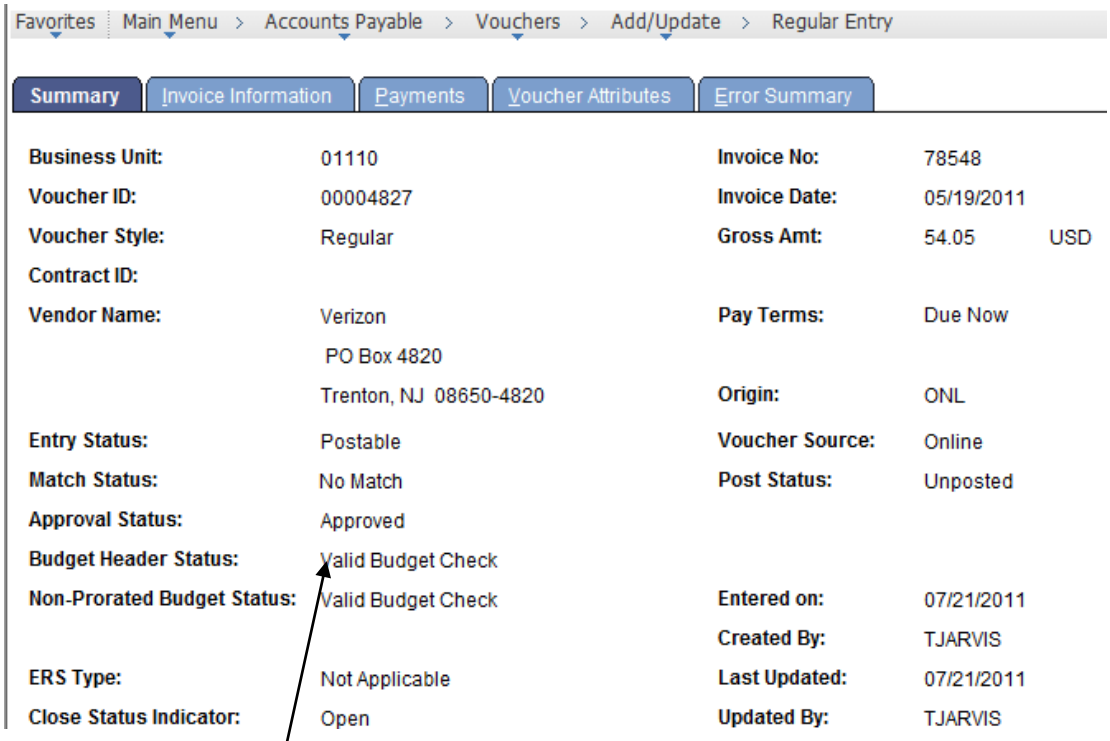
The following page opens

Click Yes



Click on the Refresh button

Once the page is done processing then Click on Summary Tab



The Budget Header Status now has a status of 'Valid Budget Check'.

The State of Vermont is not using the Non-Prorated Budget Status so when the voucher is saved this status automatically turns to valid budget check.

If you receive budget check errors, see the section on Finding and Fixing Budget Check errors in this manual.

Budget Check a Voucher using a Batch Process

Situation when this function is used: The budget checking process checks vouchers and voucher accounting lines against all control budgets that they are subject to, updates the Commitment Control ledger, and updates the budget-checking status of the transactions. You can budget-check individual vouchers when you create them online, or you can budget-check multiple vouchers by batch processing. In this example you will budget check a voucher thru a batch process. This would be used when there are multiple vouchers for one Business Unit that are ready to be budget checked.

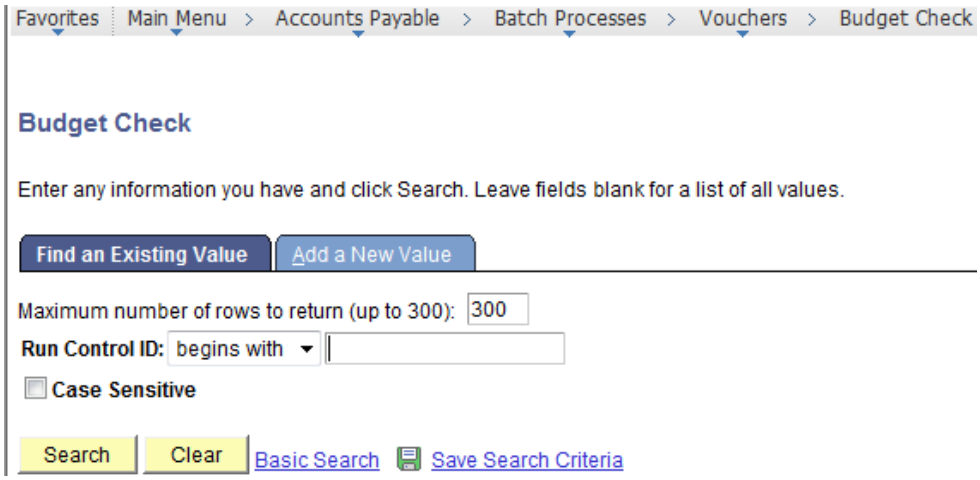
Before batch budget checking, the voucher should be checked to make sure that the information in the voucher is accurate and that the voucher has already been approved.

Note: Things to keep in mind if batch budget checking several vouchers at once

If the batch says 'Warning' on the process monitor at least one or more of the vouchers did not budget check successfully.
You should be careful that you are only budget checking the vouchers that are ready to be budget checked when setting up the parameters of the batch process.

Required Fields: **Run Control ID**
Description
Transaction Type
Field Name
Value Type
From/To
Server Name

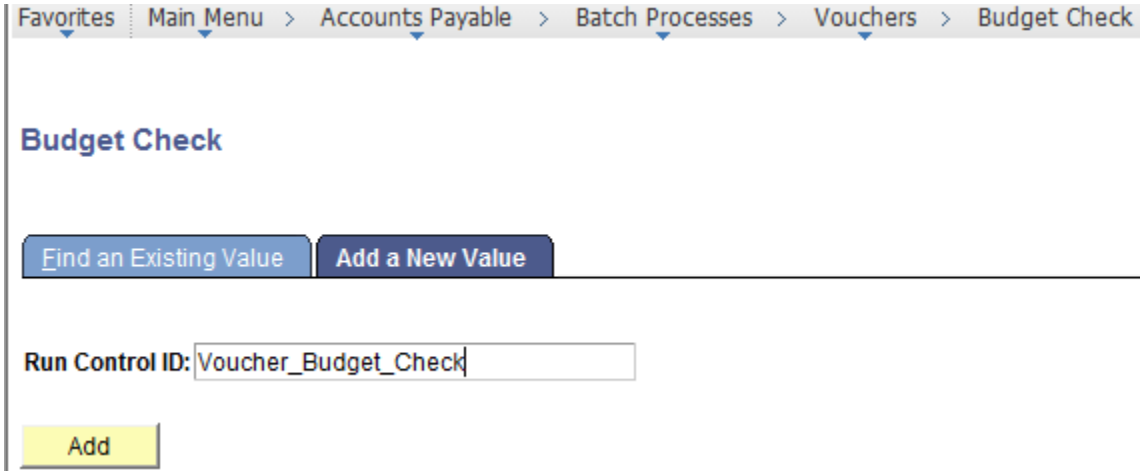
Navigation: Accounts Payable > Batch Processes > Vouchers > Budget Check



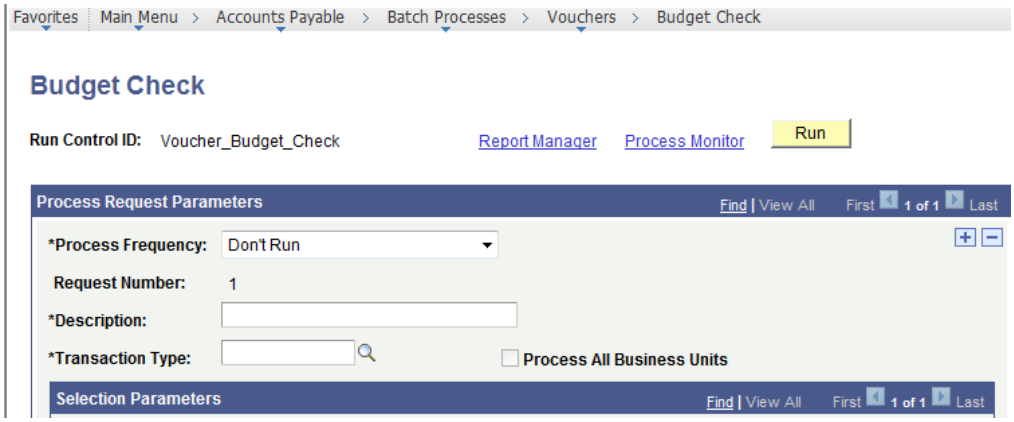
Click on Add a New Value tab

- Click on Add a New Value tab if you are running this process for the first time **or**
- Click on Find an Existing Value tab if you have already set up a run control
- **NOTE: Run Controls must not be shared between modules. A different budget check run control needs to be set up for both vouchers and purchase orders.**

Enter a Run Control ID



Click Add



Budget Check page opens

Click on the drop down next to Process Frequency and choose 'Always Process'

Enter a Description

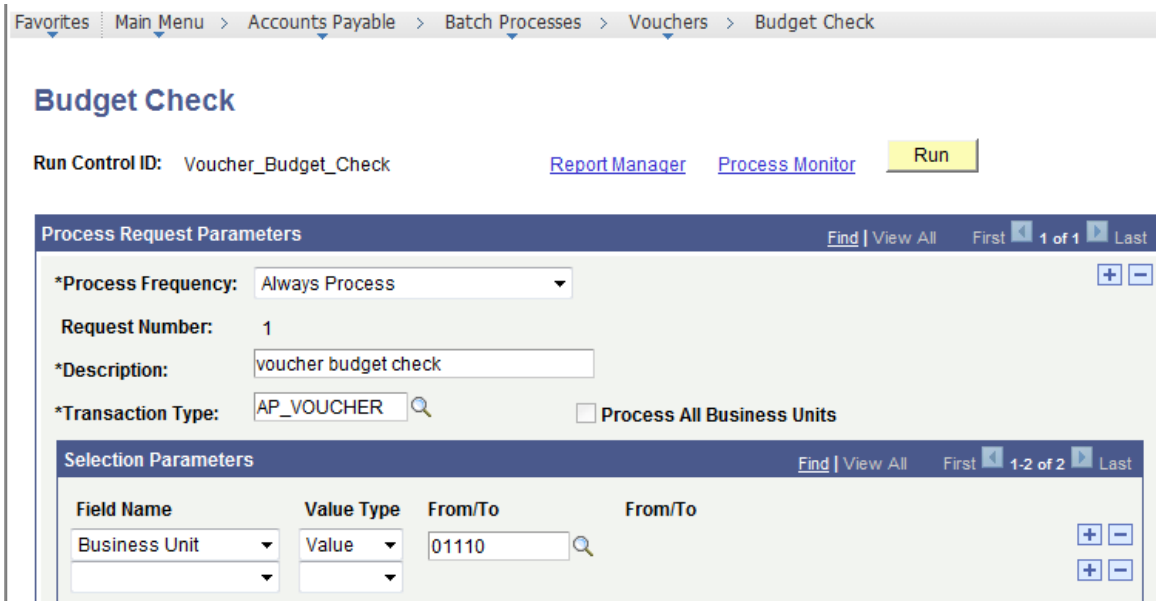
Click on the magnifying glass next to 'Transaction Type'

- Select AP_Voucher from the list

Under Selection Parameters

- Click on the drop down beside Field Name and select Business Unit
- Click on the magnifying glass next to 'From/To' select the business unit number of the voucher needing budget checking

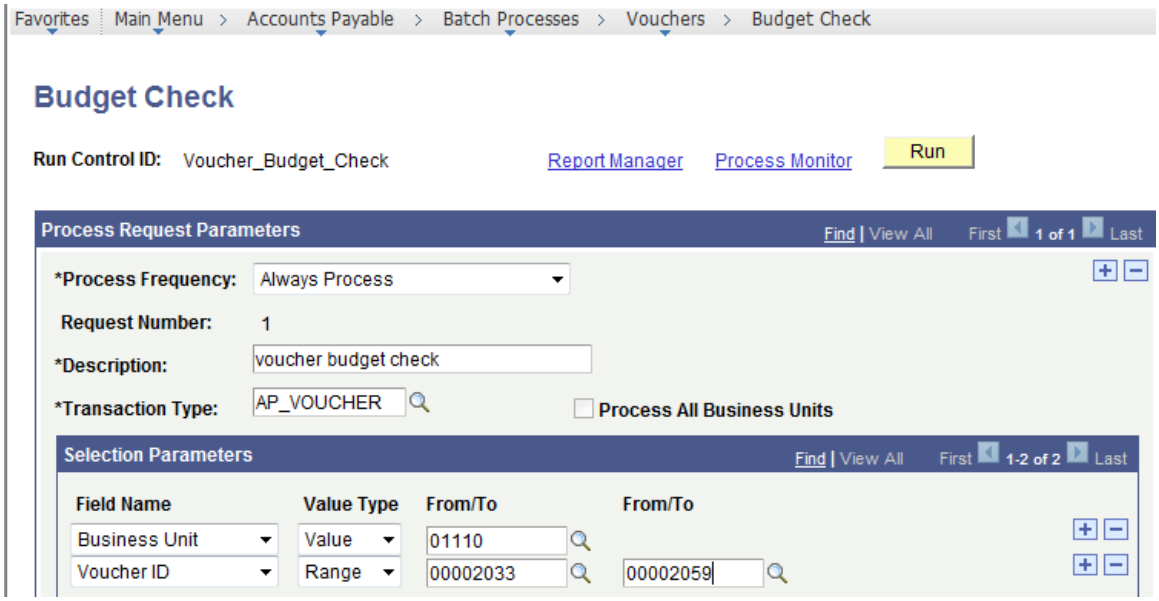
Click on the + icon



A new row opens

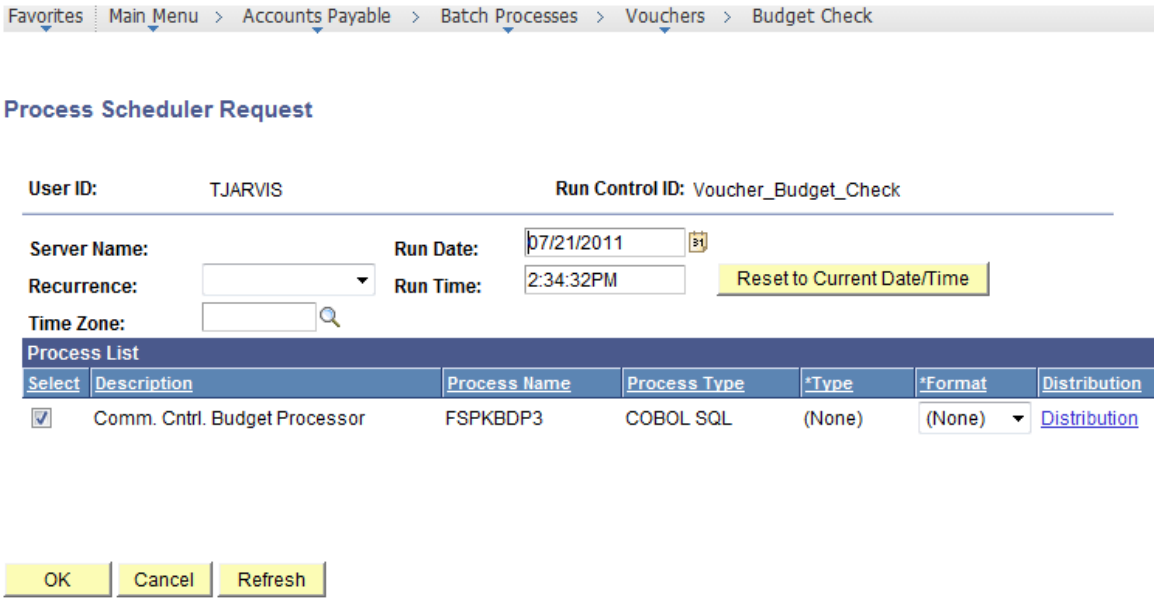
Under Selection Parameters

- Click on the drop down beside Field Name and select Voucher ID
- Click on the drop down beside 'Value Type' and select Range
- Click on the magnifying glass next to the first 'From/To' and select the Voucher ID of the first voucher that needs budget checking or enter the Voucher ID of the first voucher that needs budget checking and be sure to include the leading zero's
- In the next 'From/To' box select the Voucher ID of the last voucher that needs budget checking



Click Run

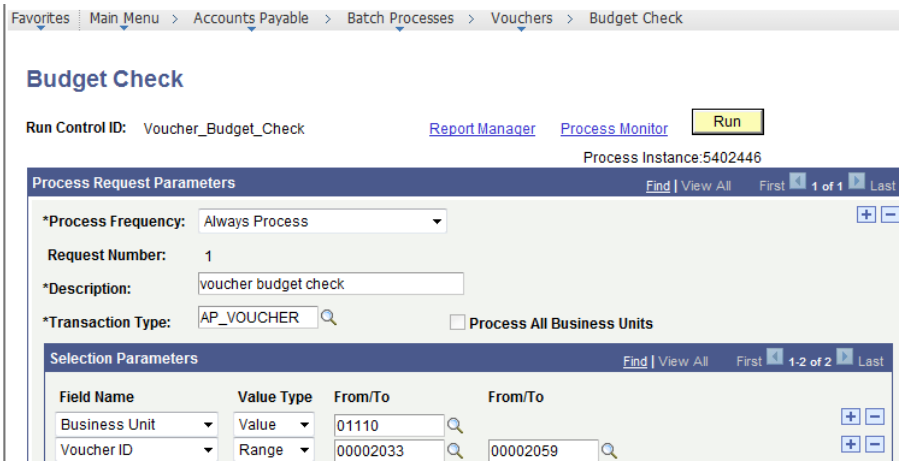
Process Scheduler Request page opens



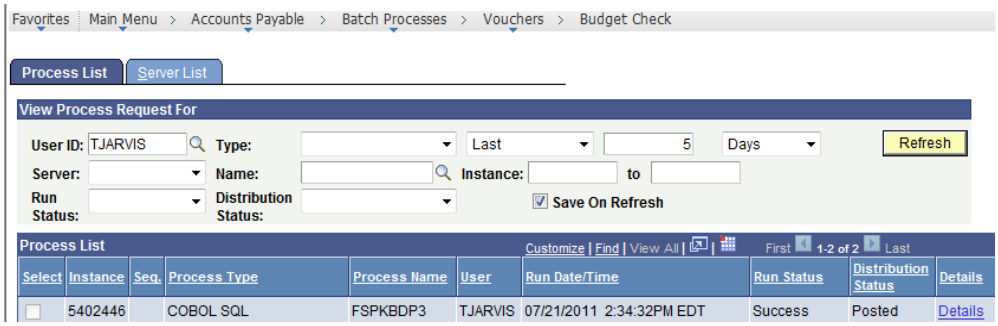
Click OK

Budget Check page opens

Click on the Process Monitor link

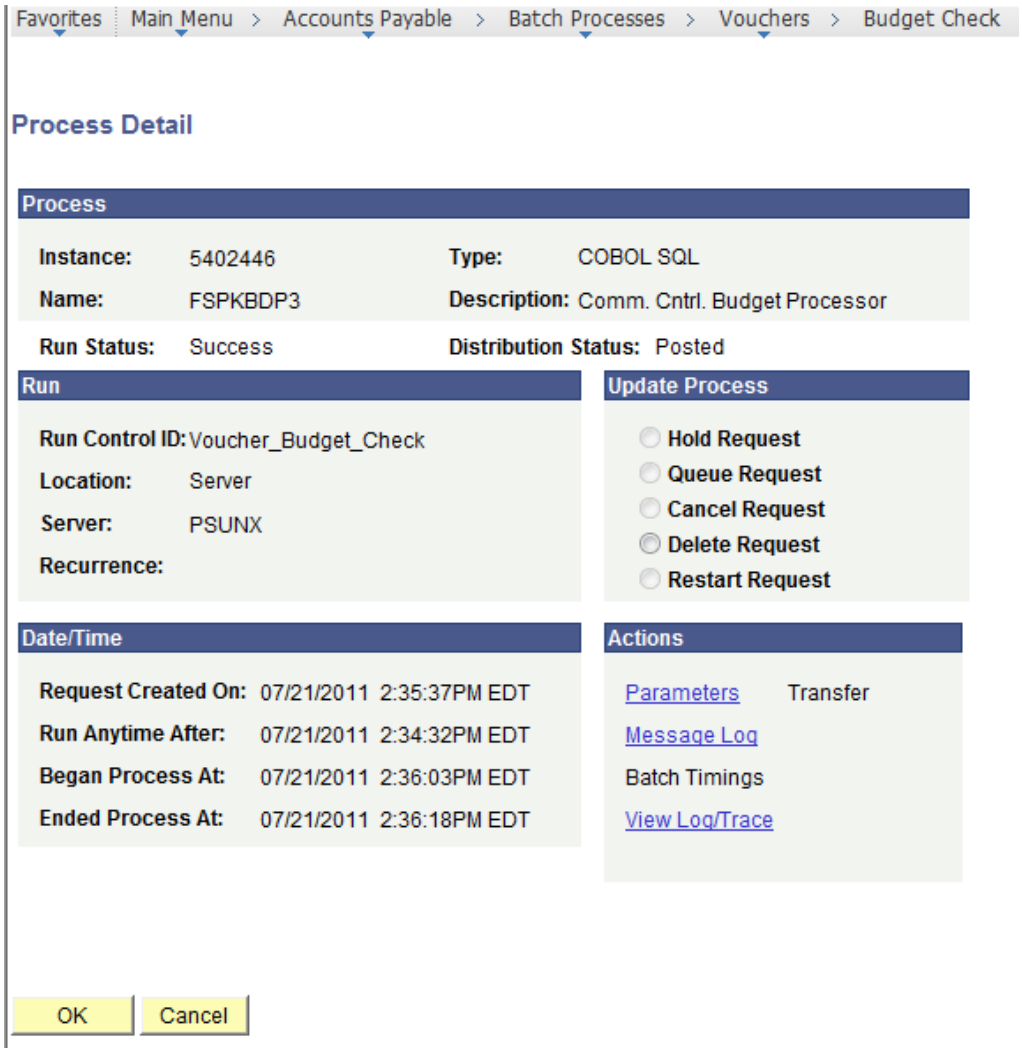


Process Monitor opens

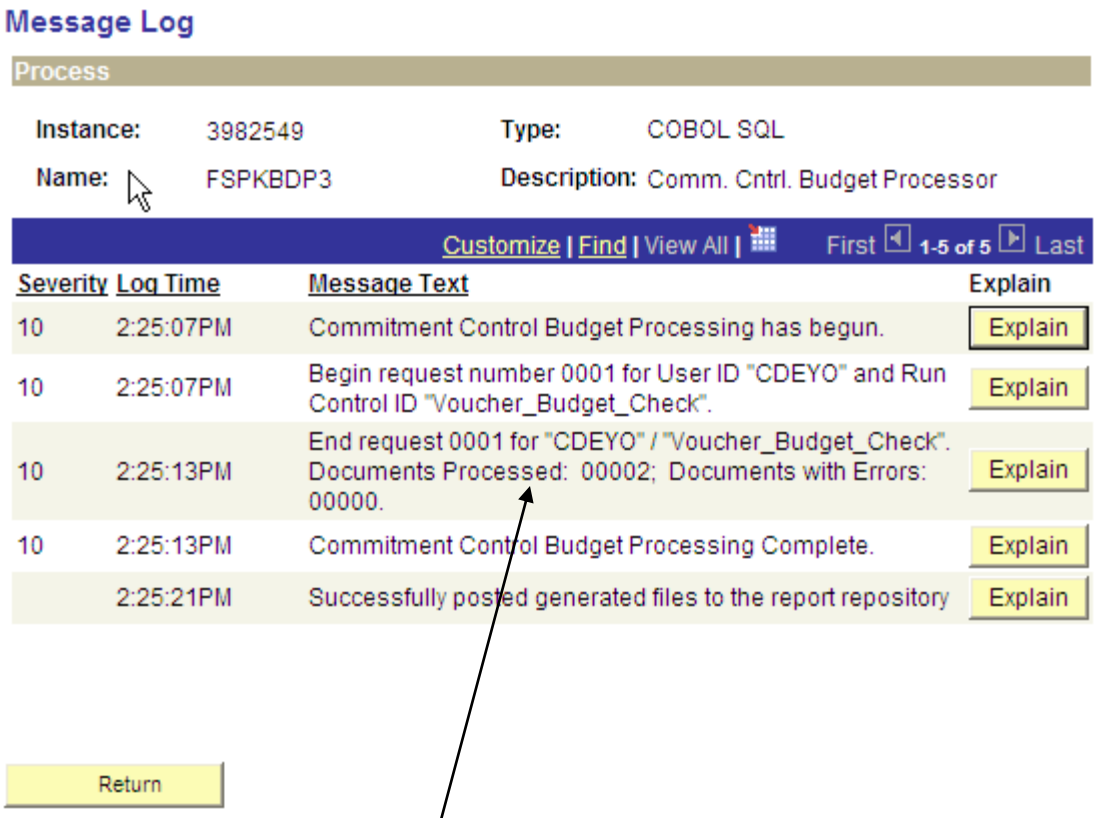


Click on the Refresh button until the Run Status = Success and Distribution Status = Posted

Click on the Details link



Click on the Message Log link

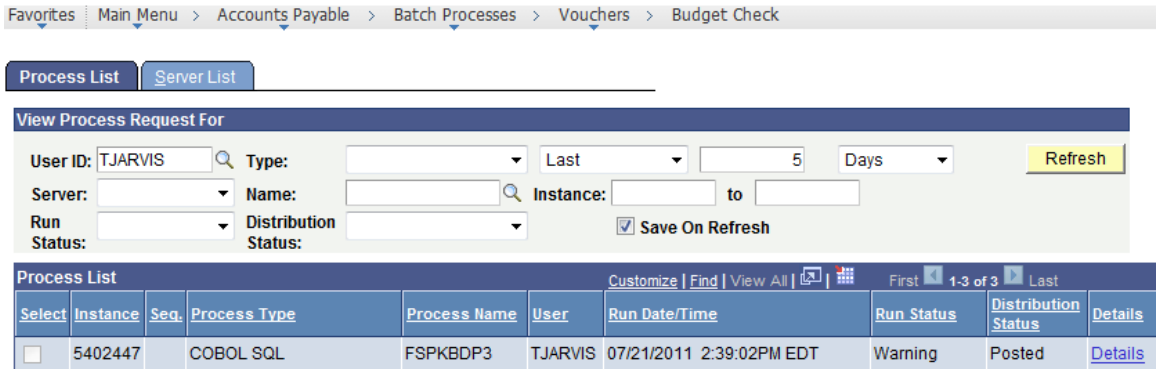


"Budget_Check_Vouchers". Documents Processed: 00002; Documents with Errors: 00000.

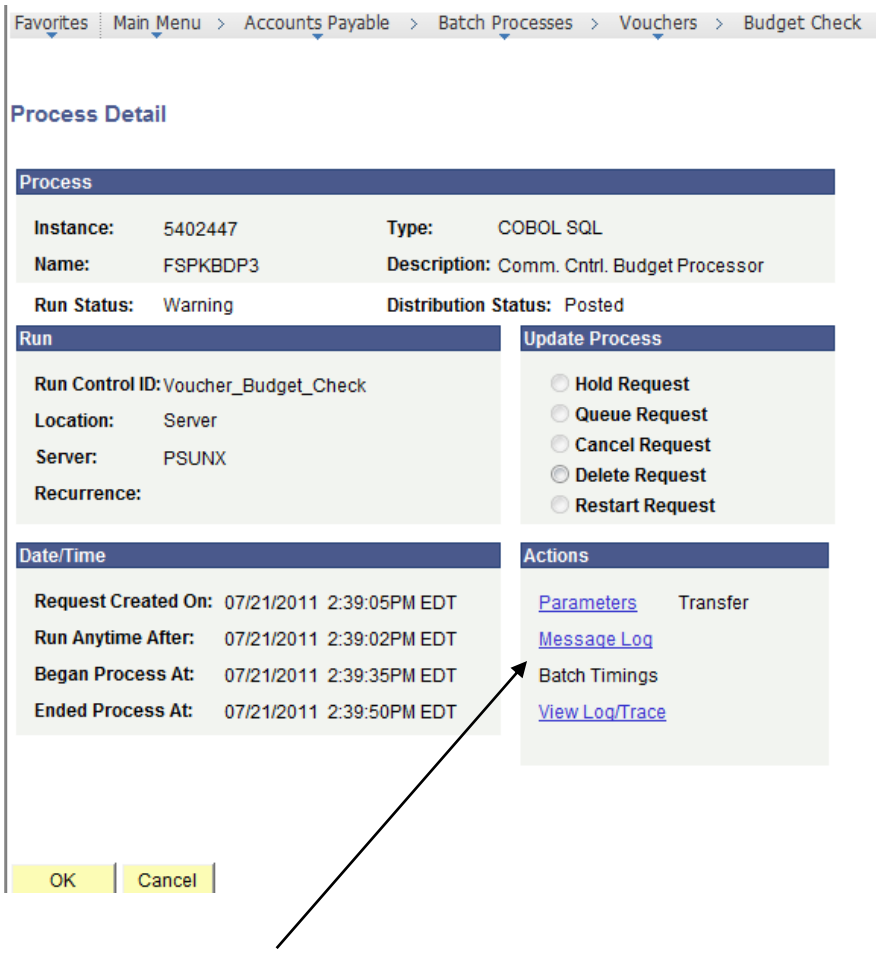
This states that the Budget Checking Process picked up 2 vouchers to budget check and there were 0 vouchers with errors.

Finding and Fixing Budget Check Errors

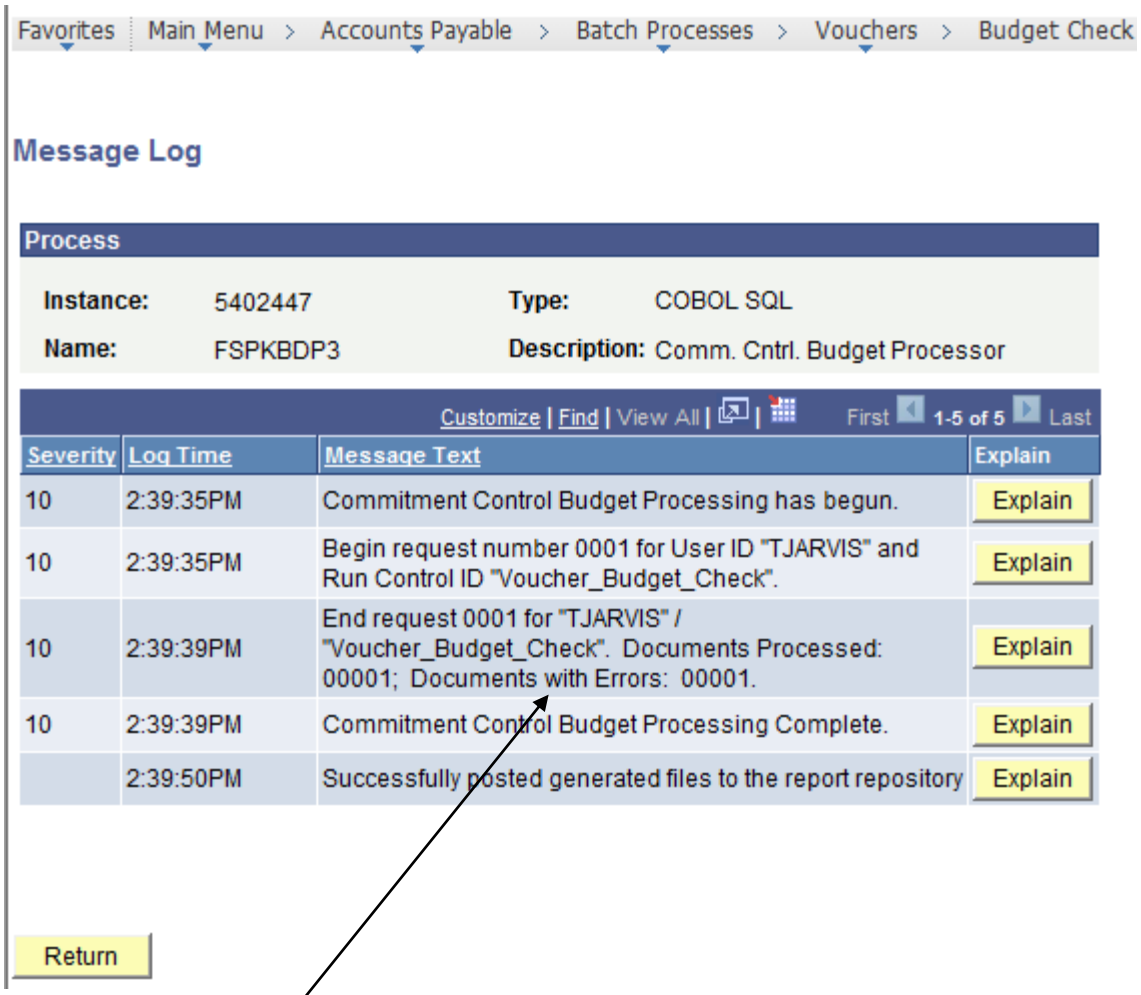
Navigation: People Tools > Process Scheduler > Process Monitor



When your process runs to a Status of Warning or Error, you need to find out why. These status warnings tell you that there is something wrong with the chartfield combination used in the voucher. Click on Details link beside the budget checking process with an error or warning.



Click on Message Log link

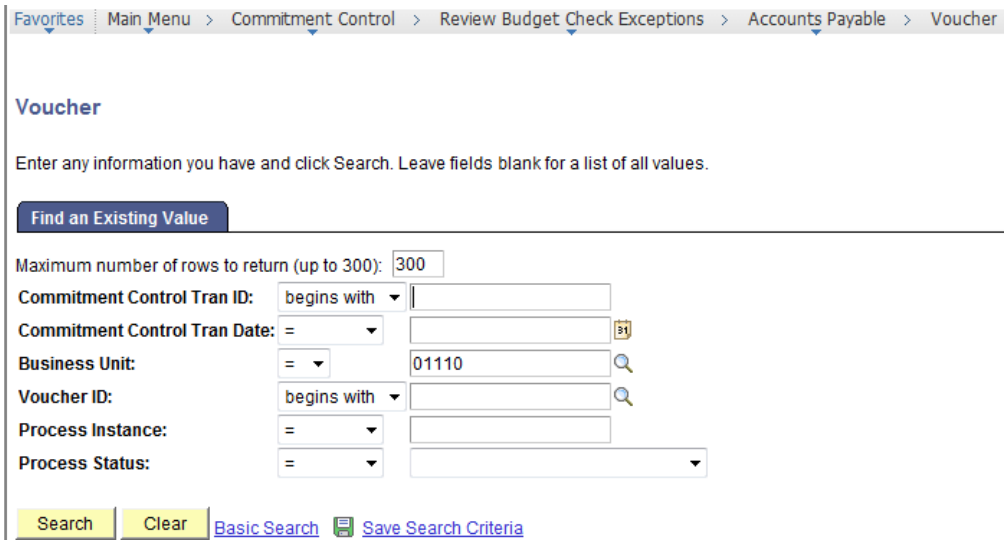


"Voucher_budget_check". Documents Processed: 00001; Documents with Errors: 00001.

This indicates that 1 voucher was selected for processing and 1 voucher has a budget check error.

Required Fields: **Business Unit**
Voucher ID

Navigation: Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher

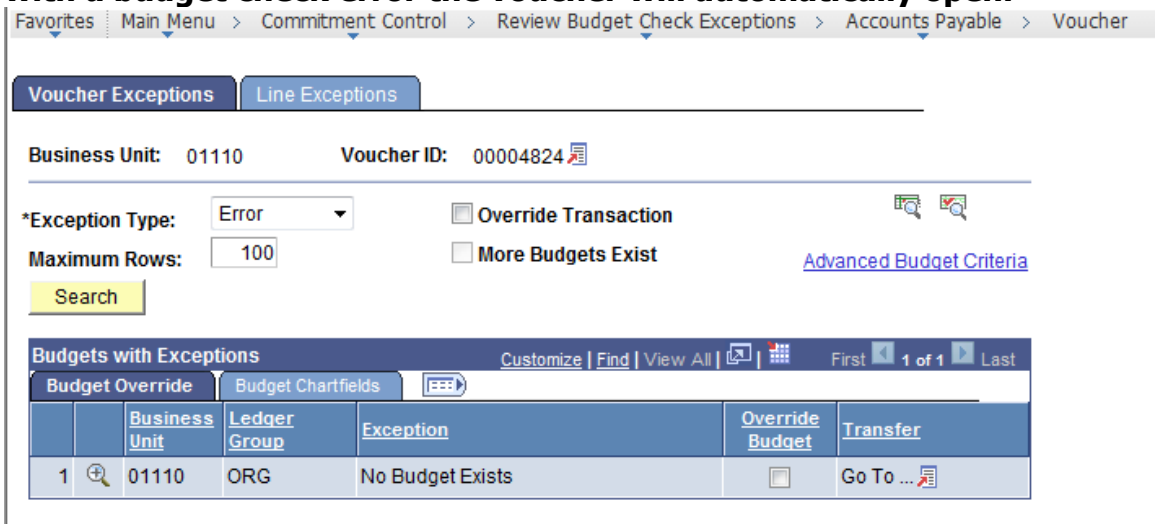


Enter Business Unit or leave as default

Enter Voucher Id or Click on Search for a list of vouchers.

Select Process Status = Error

<u>Note</u>: If the Search button is clicked and there is only one voucher with a budget check error the voucher will automatically open.



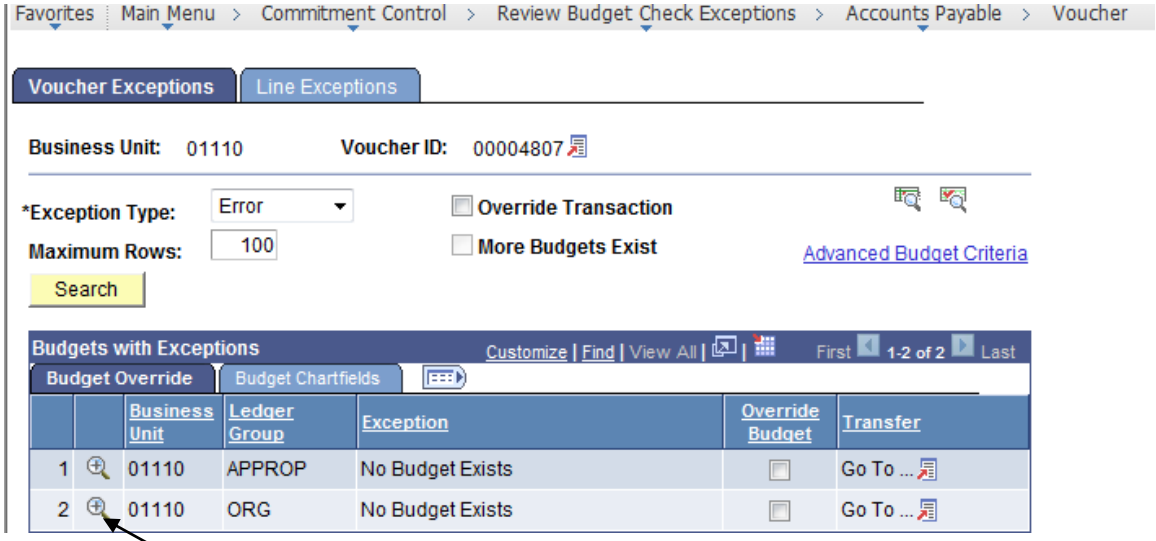
The Exception message is No Budget Exists. **There are other budget check errors you may receive, such as:**

Ledger group <u>PRMST_EXP – Spending Authority Over Budget</u>
**** If you receive this error, you must contact Finance.**

<u>Exceeds Budget Tolerance</u>

No Budget Exists

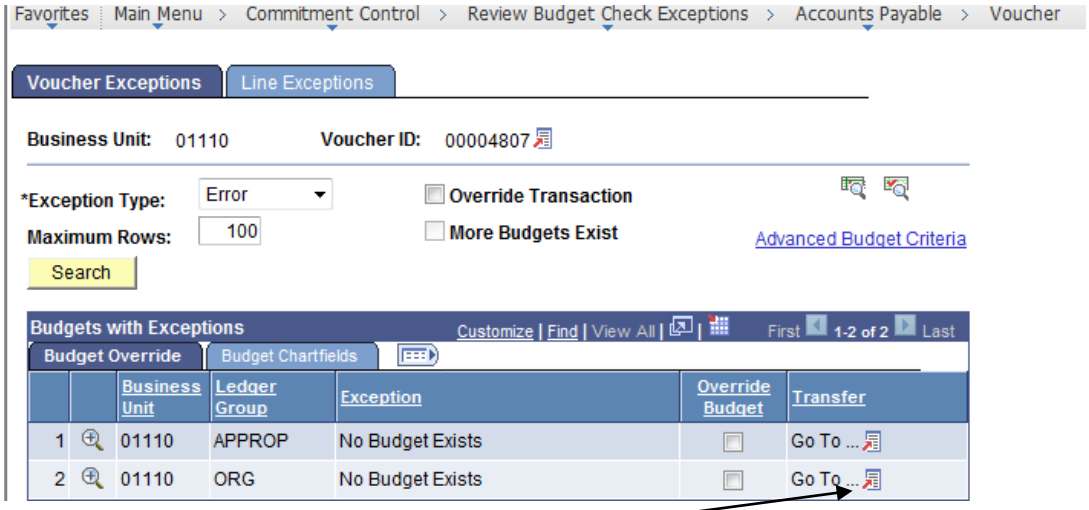
Because each Department has more than one ledger, each ledger shows up on its own line in the Budgets with Exceptions section. In the example, Ledger groups APPROP and ORG have errors associated with them.



Click on the Magnifying glass next to line 2.

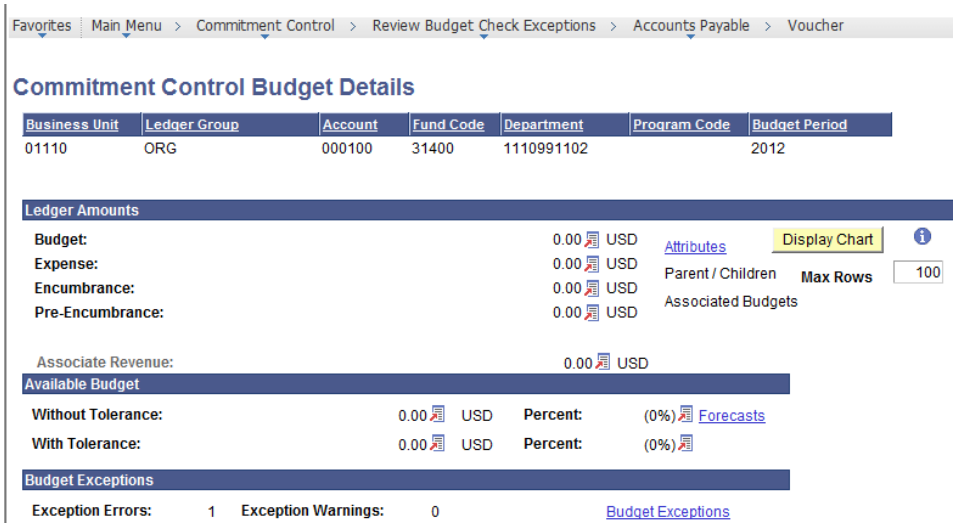
The chartfield information that was used in the voucher is shown.

Click OK



Click on Go To icon.

Click on Go to Budget Inquiry link to see the budget details.



There is no budget set up for this fund and dept id combination.

The voucher needs to be fixed regarding the chartfield information so that the voucher will budget check or the budget may need to be fixed so that the voucher will budget check.

Close Vouchers

Regular Vouchers:
Regular Vouchers can be closed by VISION End-users.

PO Vouchers:
PO Vouchers are not able to be closed. Please place the voucher on Hold, on the Payments page of the Voucher.

If payment has been issued:

- Contact the Treasurer's Office and ask them to cancel the payment,
- The Treasurer's Office will then notify Financial Operations personnel, and
- Financial Operations will process a Reversal Voucher against the PO Voucher.

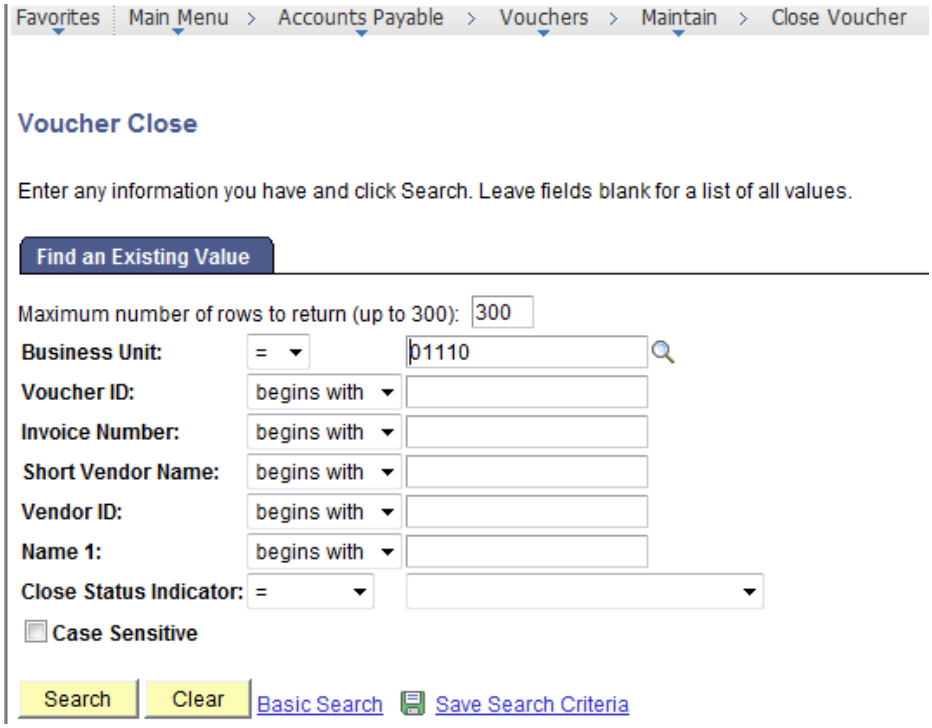
If payment has NOT been issued:

- You must send an email request to Finance Support, at VISION.FinHelpdesk@vermont.gov, with your AP Business Unit and PO Voucher ID that needs to be reversed,
- Finance Support will notify Financial Operations personnel,
- Financial Operations will process a Reversal Voucher against the PO Voucher.

Closing a Voucher:
A voucher is closed if it is decided that the vendor should not receive payment. To close a voucher, the voucher must be Posted, Unmatched and not selected for payment.

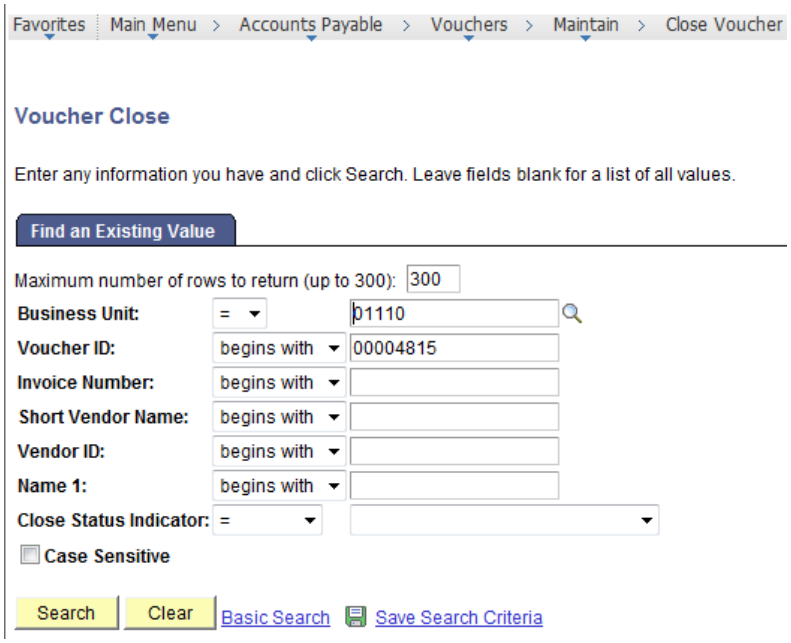
Required Fields: **Business Unit**
Voucher ID

Navigation: Accounts Payable > Vouchers >Maintain > Close Voucher



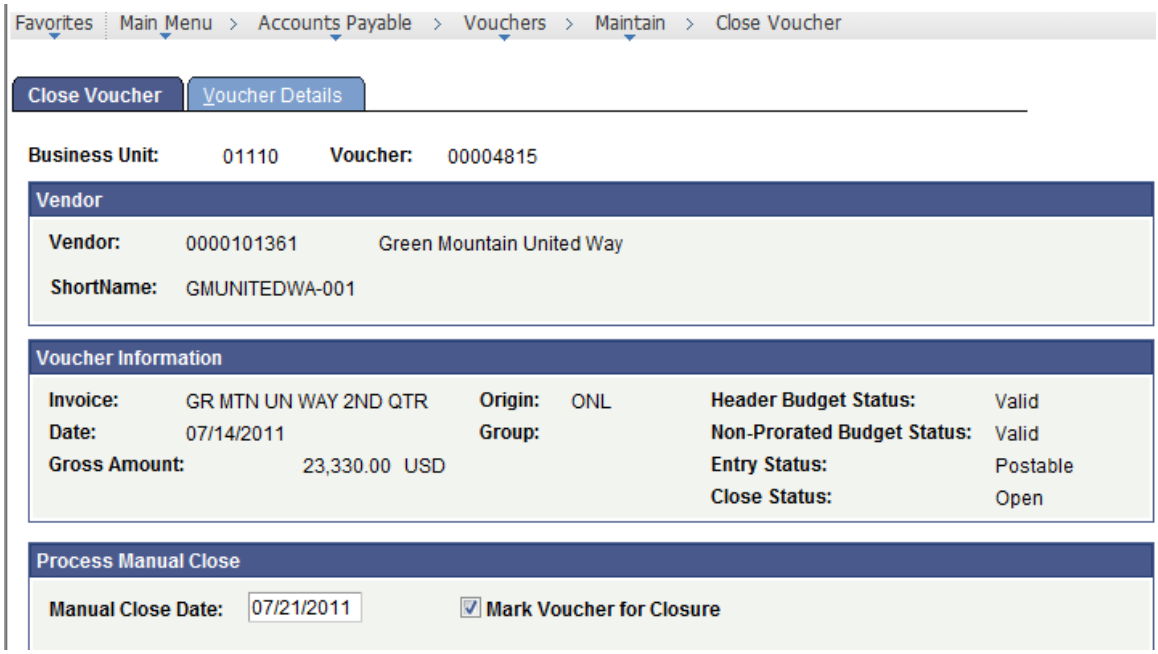
Enter Business Unit or leave as default

Enter Voucher ID



Click Search

Click on Mark Voucher for Closure



<u>Note</u>: The Manual Close Date defaults in as the current date and it should never be changed.

Click Save

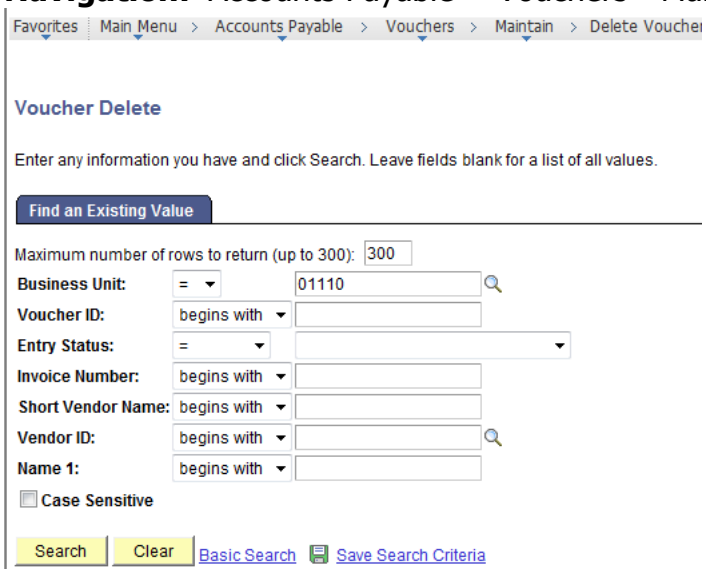
To complete the Close process, the voucher must be posted and budget checked in that order. Both of these options run in the overnight batch process so you can verify the voucher is closed the next day on the Voucher Summary Page.

Delete Vouchers

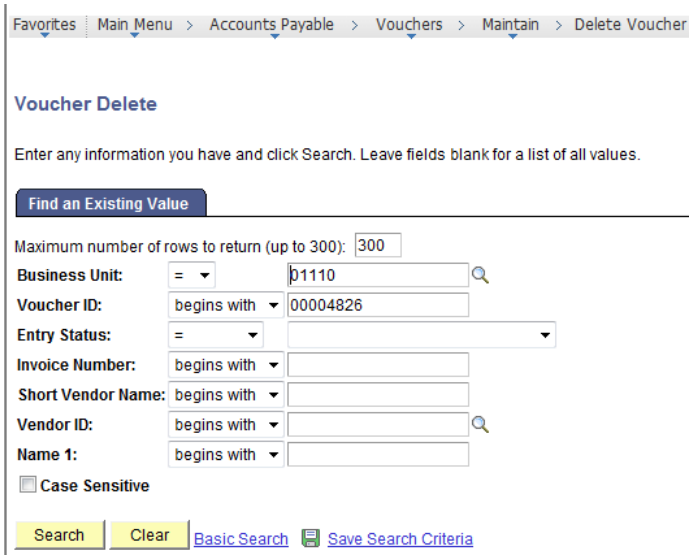
Situations when this function is used: Vouchers can be deleted if they are open, approved and budget checked. Vouchers cannot be deleted if they are posted.

Required Fields: **Business Unit**
Voucher ID

Navigation: Accounts Payable > Vouchers> Maintain > Delete Voucher

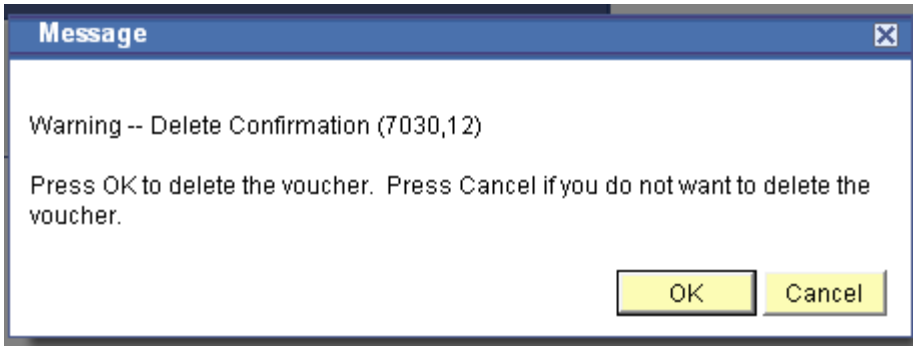


Enter Voucher ID



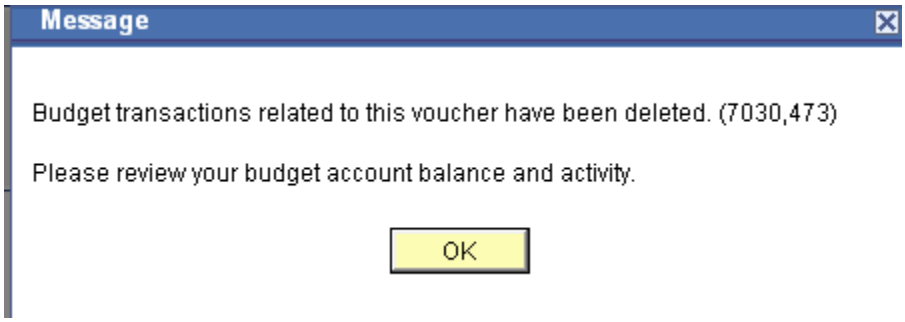
Click Search

Click Delete



Warning message displays. **(This message only displays if the voucher being deleted has been budget checked.)**

Click OK



Click OK

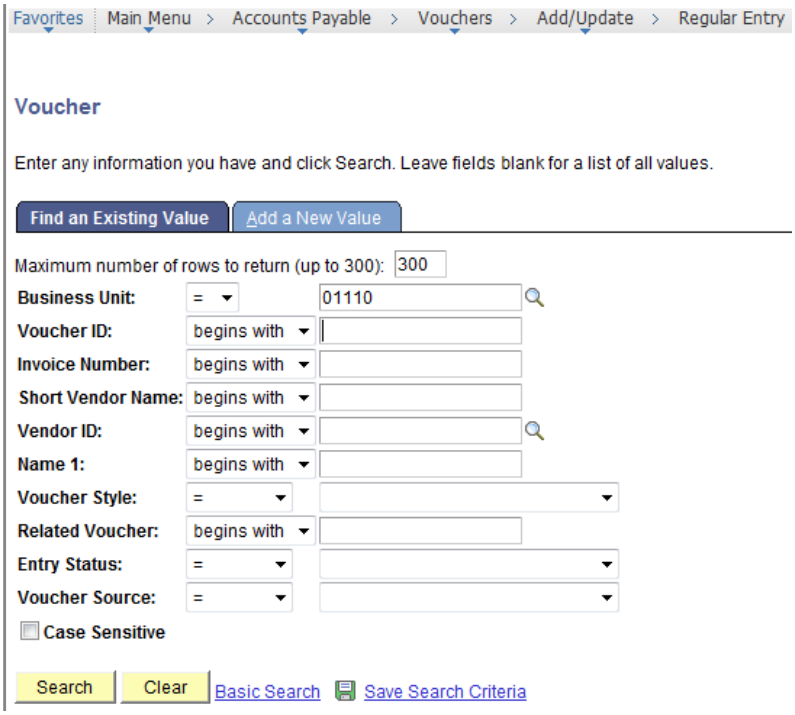
The voucher has been deleted. Budget checking does not need to run after deleting. The system automatically budget checks the voucher with the delete process and puts the money back into your available balance.

Finalize a PO on the PO Voucher

Situations when this function is used: A purchase order was entered for what ended up being an amount greater than what was needed. The invoice has been received and a PO Voucher has been entered to pay the invoice. The invoice is the final invoice and the remaining encumbrance on the purchase order needs to be liquidated.

Required Fields: **Business Unit**
Voucher ID

Navigation: Accounts Payable >Vouchers > Add/Update > Regular Entry



Your default BU will appear in the Business Unit field.

Click on Find an Existing Value

Enter Business Unit

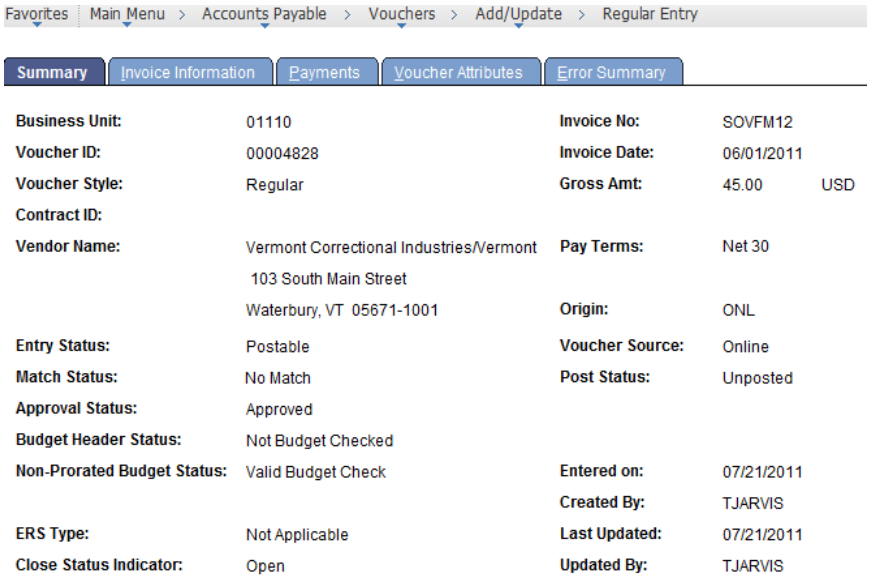
- leave as default

  or
- enter the appropriate business unit

Enter Voucher ID

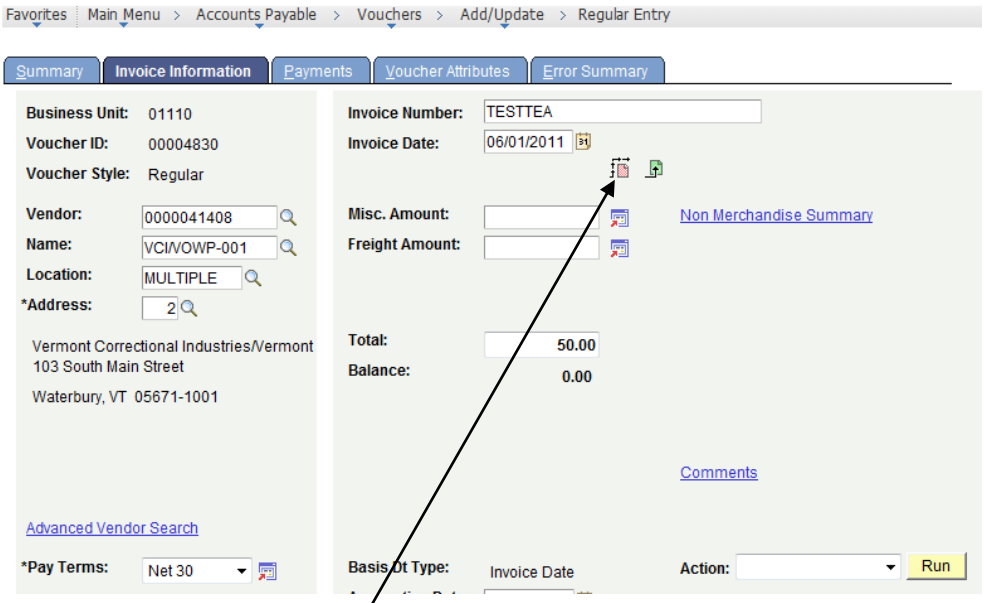
- enter the Voucher ID associated with the purchase order you need to liquidate

Click Search



Voucher Summary page loads.

Click on Invoice Information tab



Click on Finalize document

<u>Note</u>: If you know that the voucher you are entering against this purchase order is the last voucher to be entered (or maybe the only

voucher) but it is for less than the amount of the purchase order, you may click on the Finalize document icon when entering the voucher once the voucher is saved. The voucher budget checking process will release the remaining encumbrance from the purchase order.

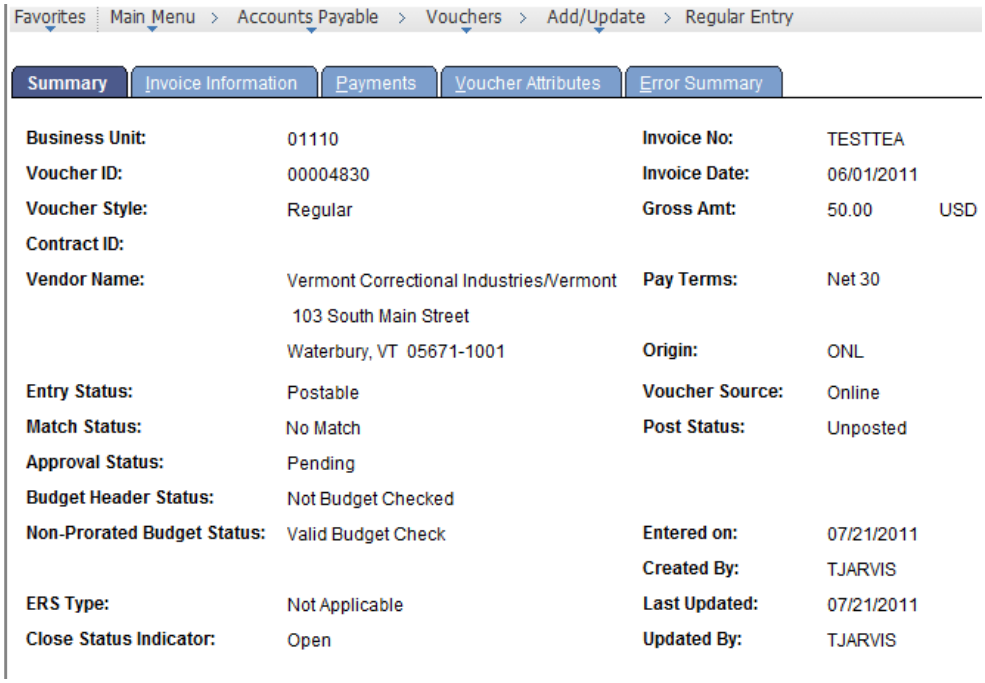
Warning Message below displays

Click YES

Invoice Information page opens again

Click Save

Click on the Summary tab



The Summary page shows that the voucher is still approved but is not budget checked or posted. If a voucher is posted, finalizing a voucher on the purchase order does not cause the voucher to move back to unposted status.

To Budget Check the voucher, follow the steps in this manual for budget checking a voucher online.

Once the budget checking process is complete the encumbered balance on the PO is liquidated and spending authority returned to your budget. This can be confirmed by reviewing the PO Accounting Entries (there should be no remaining balance on the PO) or by reviewing your Budget Details.

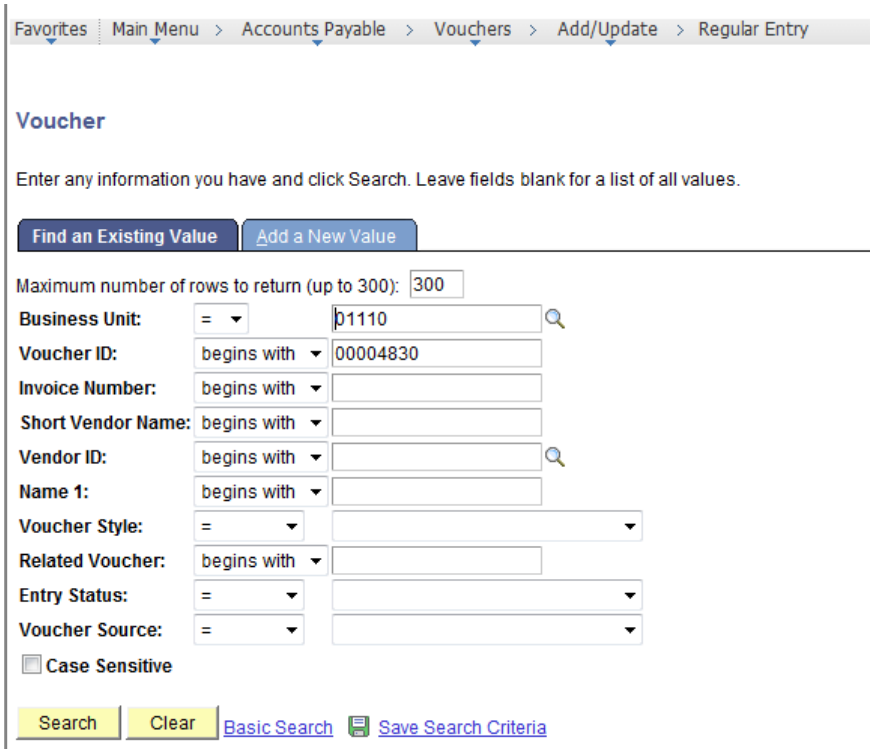
You can find out more about PO Accounting Entries in the **Purchasing 102 Manual**. More about Budget Details can be found in the **Commitment Control Manual**. Both documents can be found on the Finance website at: http://finance.vermont.gov/training-and-support/vision-manuals

Finalize Some PO Lines on the PO Voucher

Situations when this function is used: A purchase order was entered for several items from a vendor; there is more than one line on the purchase order. An invoice has been received and a PO Voucher has been entered to pay the invoice. The invoice is the final invoice for one of the lines on the PO, so any remaining encumbrance on the purchase order (for that line) needs to be liquidated.

Required Fields: **Business Unit**
Voucher ID

Navigation: Accounts Payable >Vouchers > Add/Update > Regular Entry



Your default BU will appear in the Business Unit field. The Voucher ID will default as NEXT. The Voucher Style = Regular Voucher.

Click on Find an Existing Value

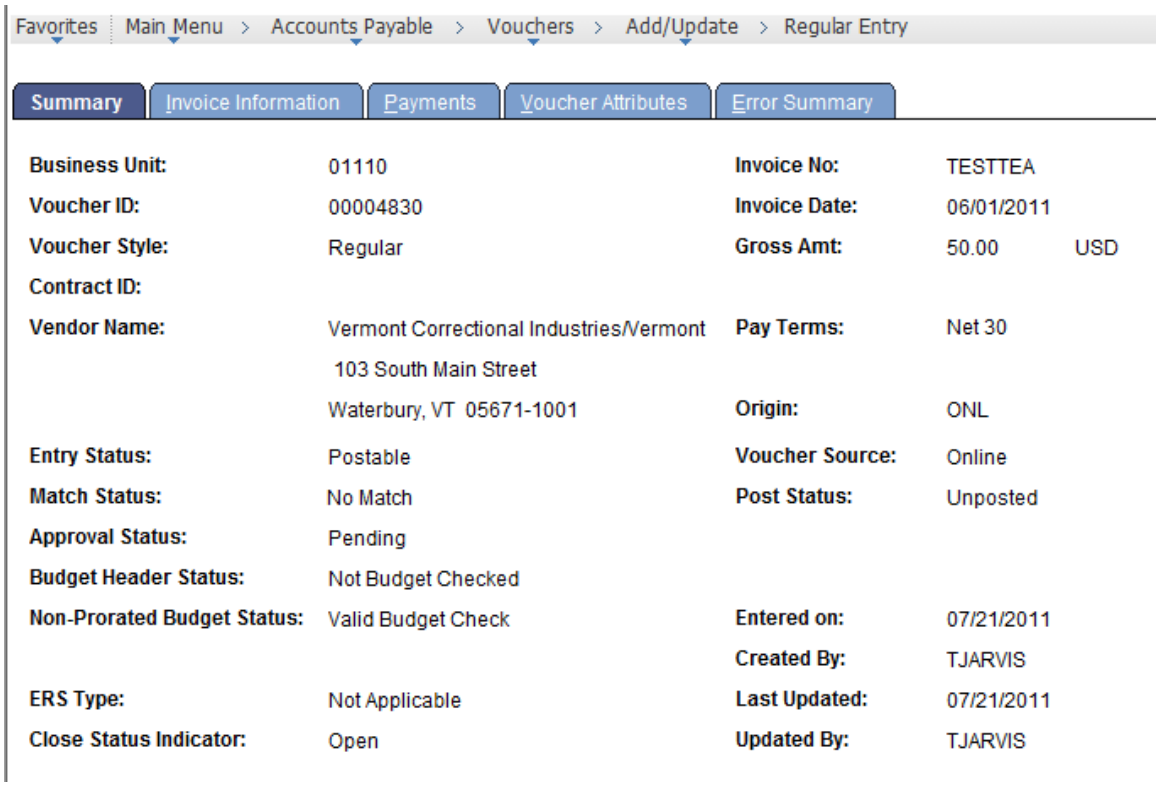
Enter Business Unit

- leave as default
  or
- enter the appropriate business unit

Enter Voucher ID

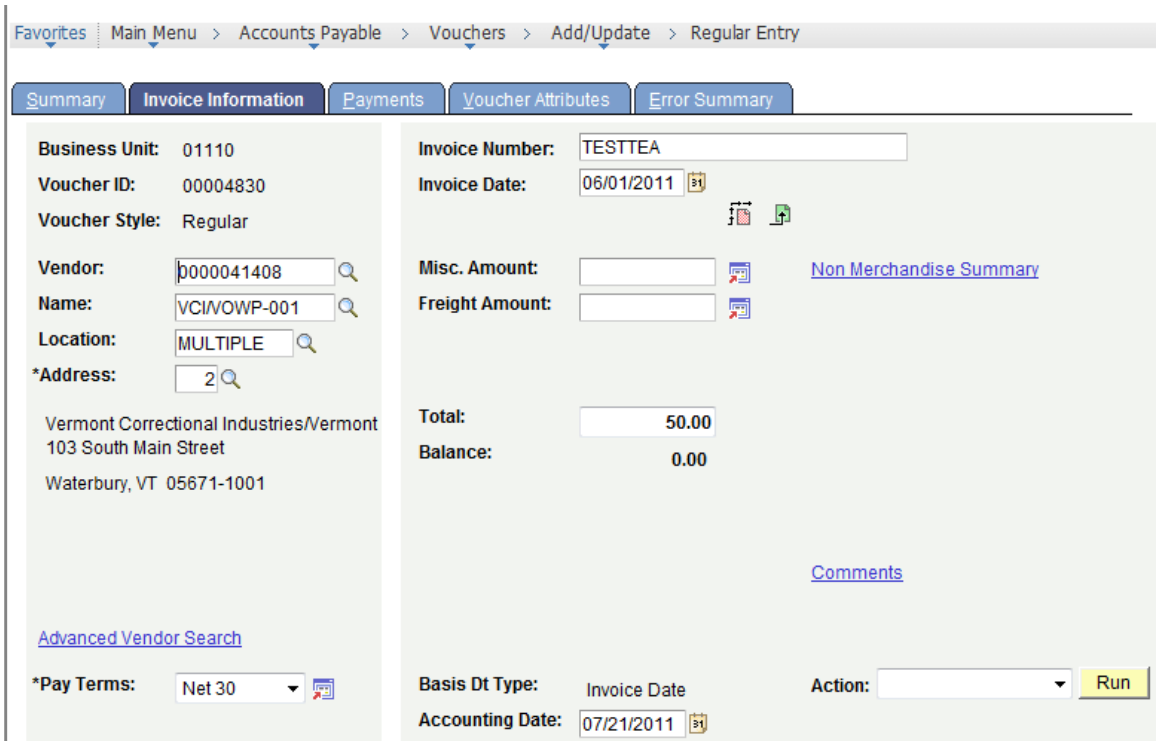
- enter the Voucher ID associated with the purchase order you need to liquidate

Click Search

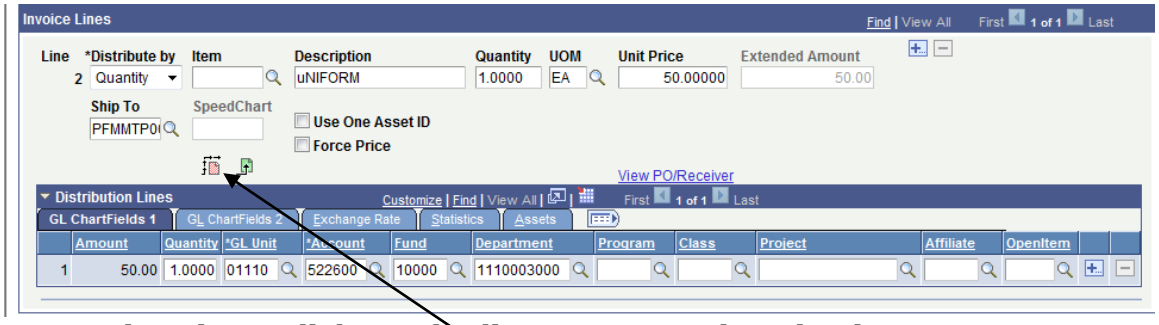


Voucher Summary page loads.

Click on Invoice Information tab



Scroll down to the Invoice Lines section.



In Invoice Lines, click on Finalize Document icon in Line 1.

<u>Note</u>: This will finalize <u>Line 1 ONLY</u> on the purchase order

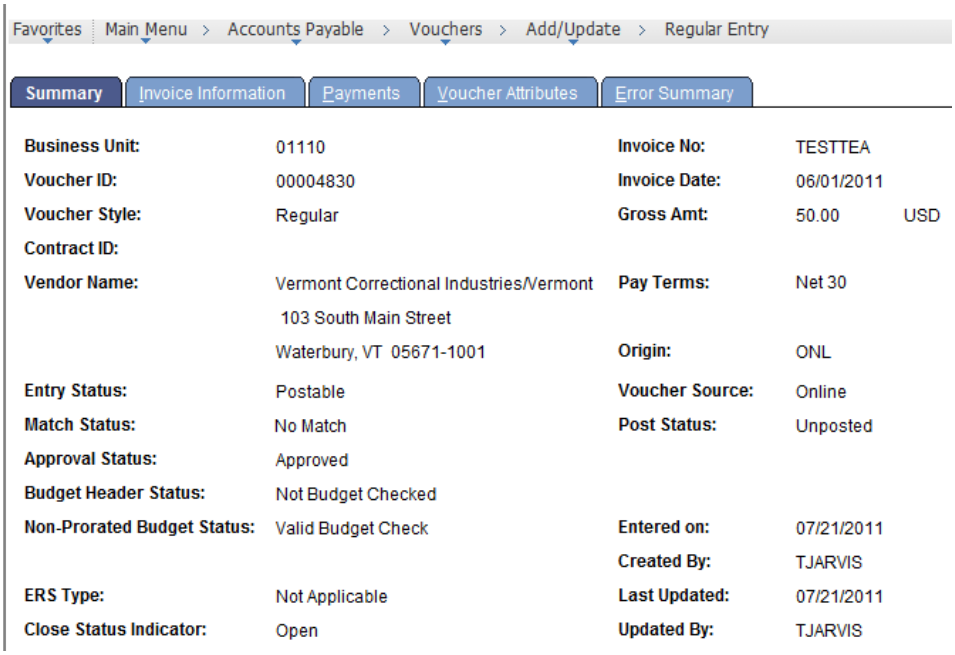
Warning Message below displays

Click YES

Invoice Information page opens again

Click Save

Click on the Summary tab



The Summary page shows that the voucher is still approved but is not budget checked or posted. If a voucher is posted, finalizing a voucher on the purchase order does not cause the voucher to move back to unposted status.

To Budget Check the voucher follow the steps in this manual for budget checking a voucher online.

Once the budget checking process is complete the encumbered balance on the PO Line is liquidated and spending authority returned to your budget. This can be confirmed by reviewing the PO Accounting Entries (there should be no remaining balance on that line of the PO) or by reviewing your Budget Details.

Payment Information on the Voucher

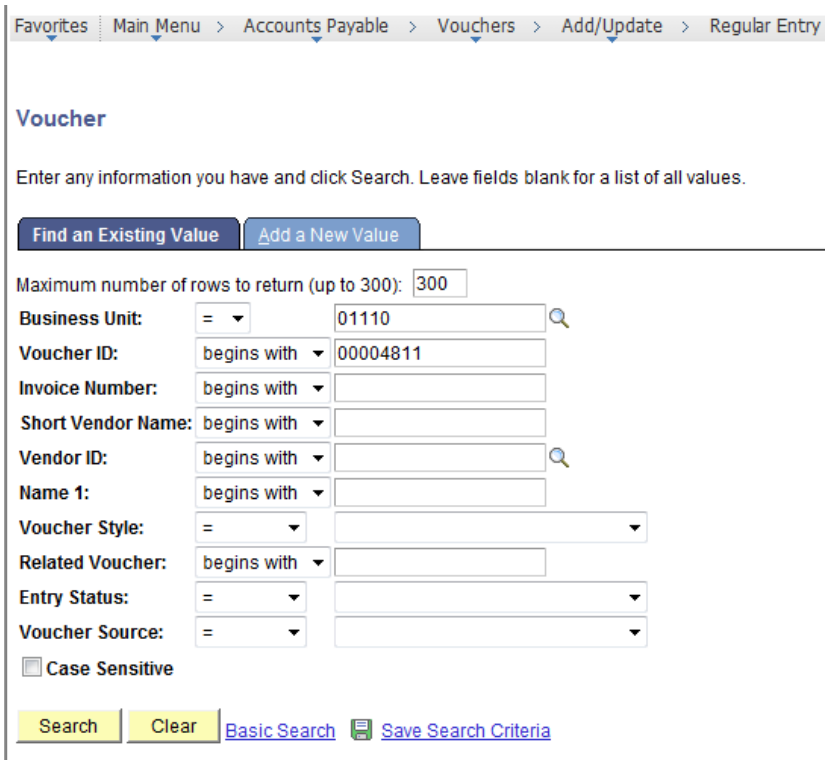
Situations when this function is used: To find out if a voucher has been paid, the payment date and the payment reference number.

Required Fields: **Business Unit**
Voucher ID

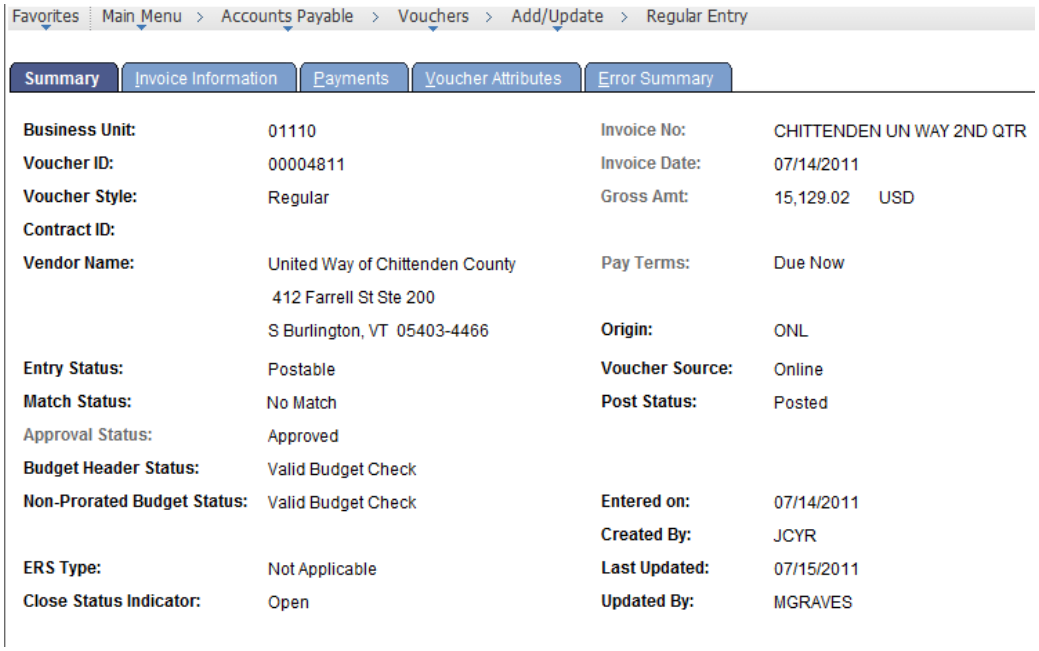
Navigation: Accounts Payable > Vouchers > Regular Entry > Find an Existing Value

Enter Business Unit or leave as default

Enter Voucher ID

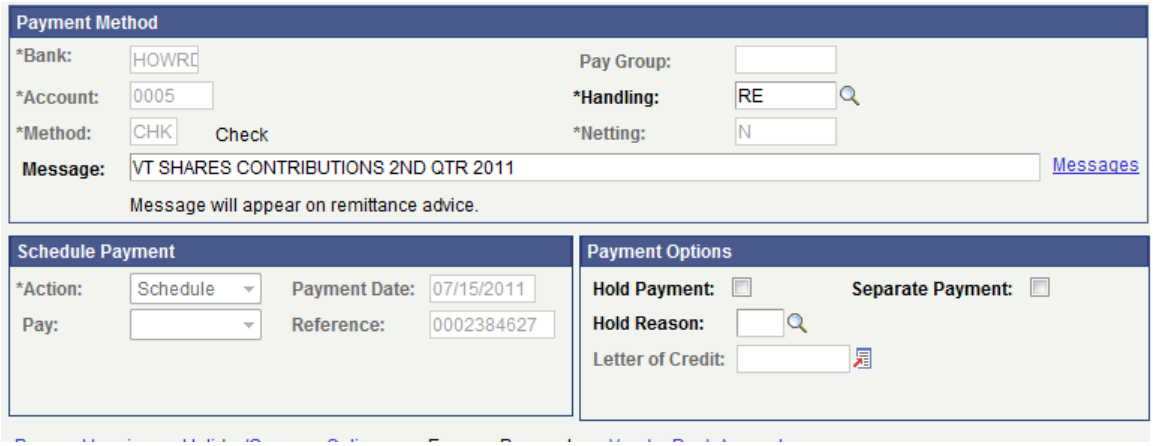


Click Search



The voucher has been approved and budget checked so that means it is eligible to be picked up in a paycycle.

Click on Payments Tab



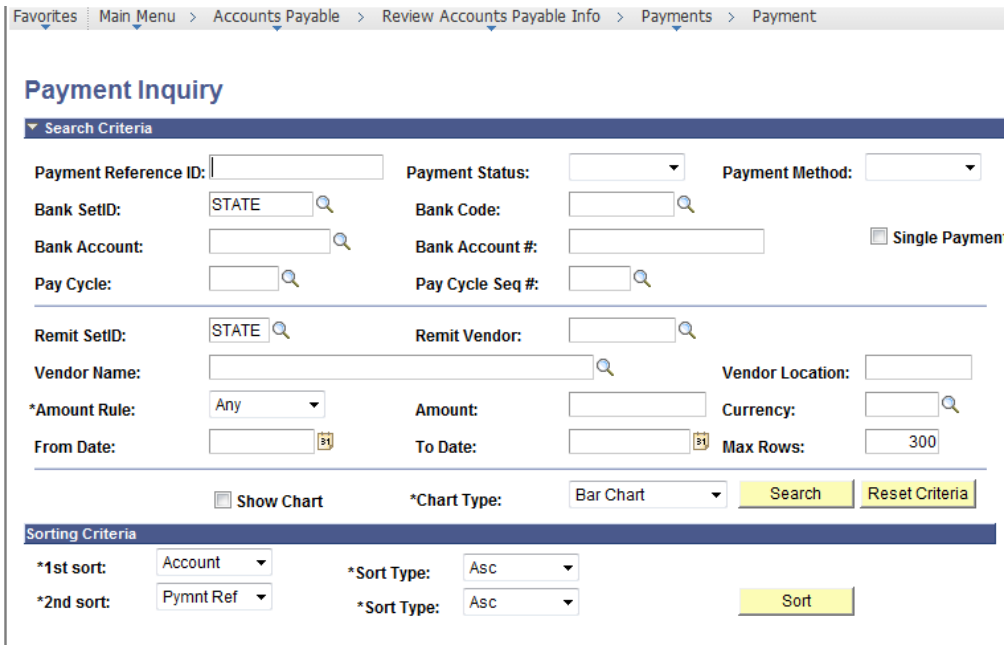
Under Schedule Payment the Payment Date has been filled in with a date. This is the date the payment was made.

Reference is the number assigned to the payment and is the check number.

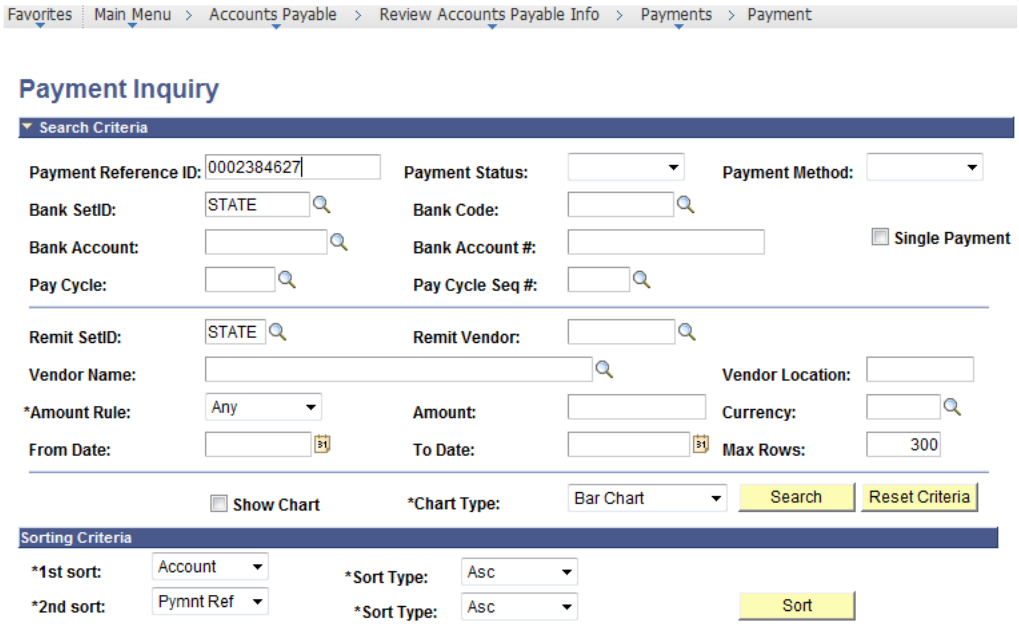
If the Payment Date and Reference number had not been filled in that would mean the voucher had not been picked up in a paycycle yet.

Inquire on Voucher Payment Information

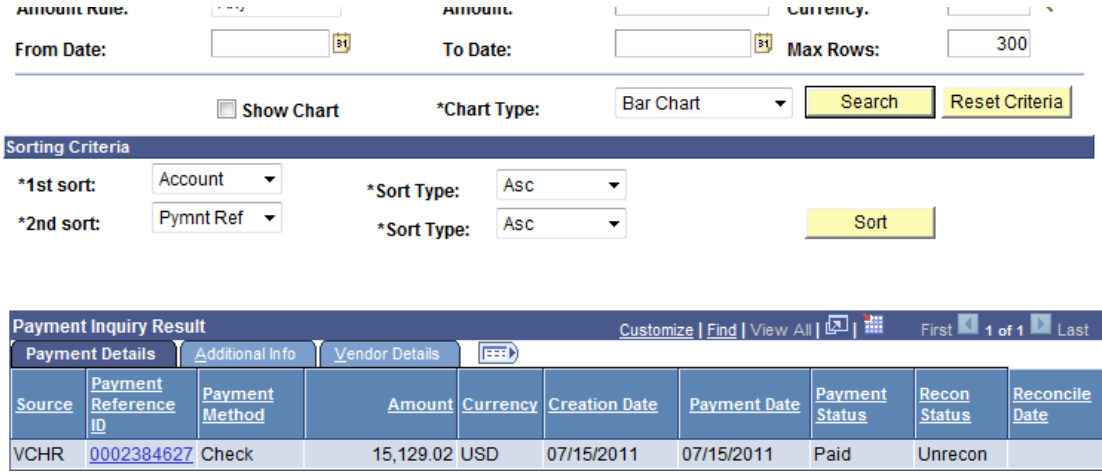
Navigation: Accounts Payable > Review Accounts Payable Info > Payments > Payment



Enter Search Criteria



Click Search



Payment Method, Amount, Payment Date, Payment Status are all displayed.

Recon Status of "Recon" means that the check has been cashed.

Click on Payment Reference ID to see the vouchers that make up the payment.

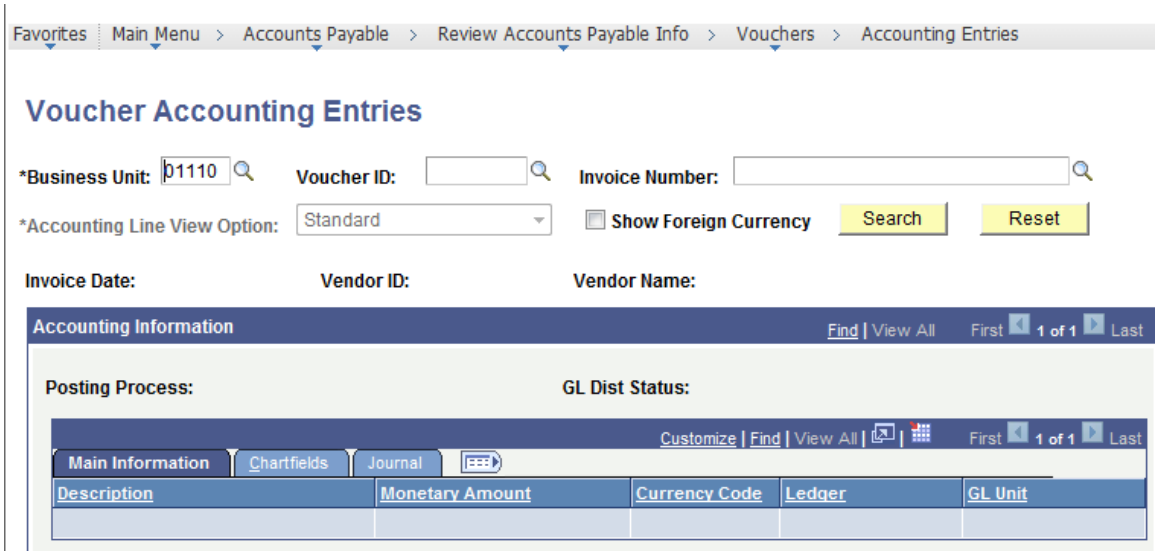
In this case only one voucher makes up the payment amount.

Inquire on Voucher Accounting Entries

Navigation: Accounts Payable > Review Accounts Payable Info > Vouchers > Accounting Entries

Reasons why you might use this:

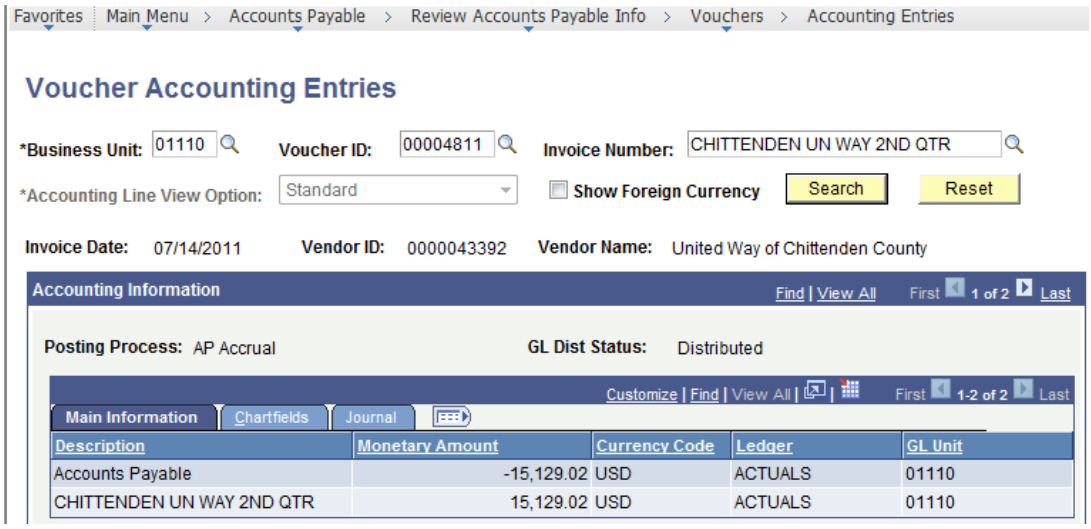
- to see the entries that journal generated to the GL and find the journal id's;
- When you click view all, you can also see if a voucher has been unposted and posted again;
- To see if a payment has been cancelled and reissued;
- To see if a voucher has been closed.



Business Unit Defaults in

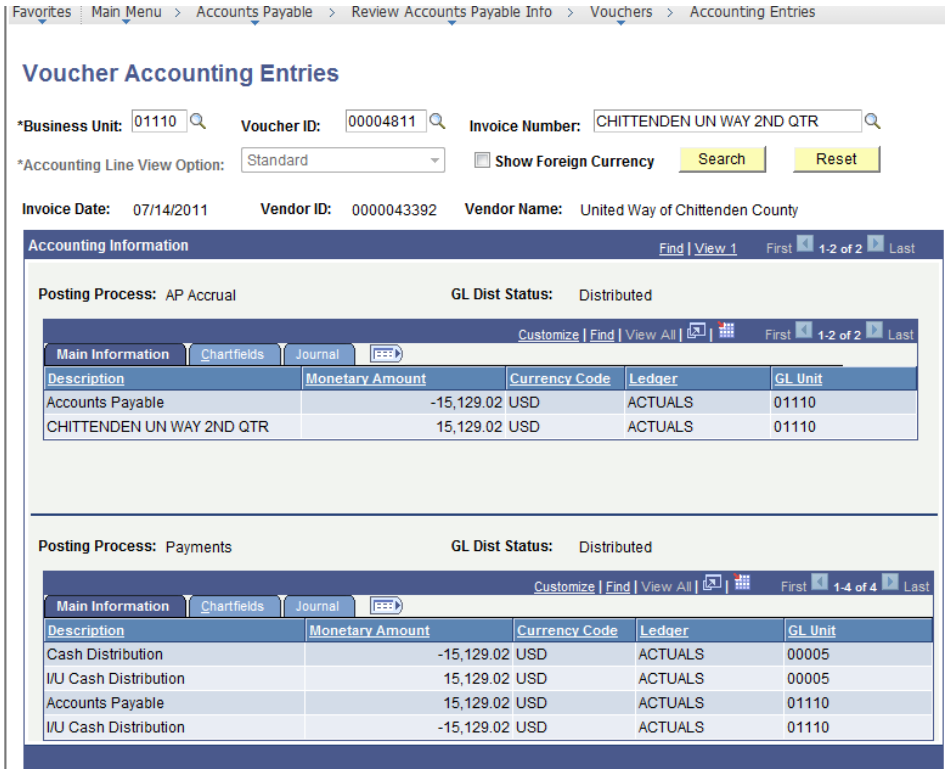
Enter Voucher ID and be sure to include the leading zeros.

Click Search



Click on the Chartfields and Journal pages to view more information.

Click on View All to see the Payment part of the accounting entries.

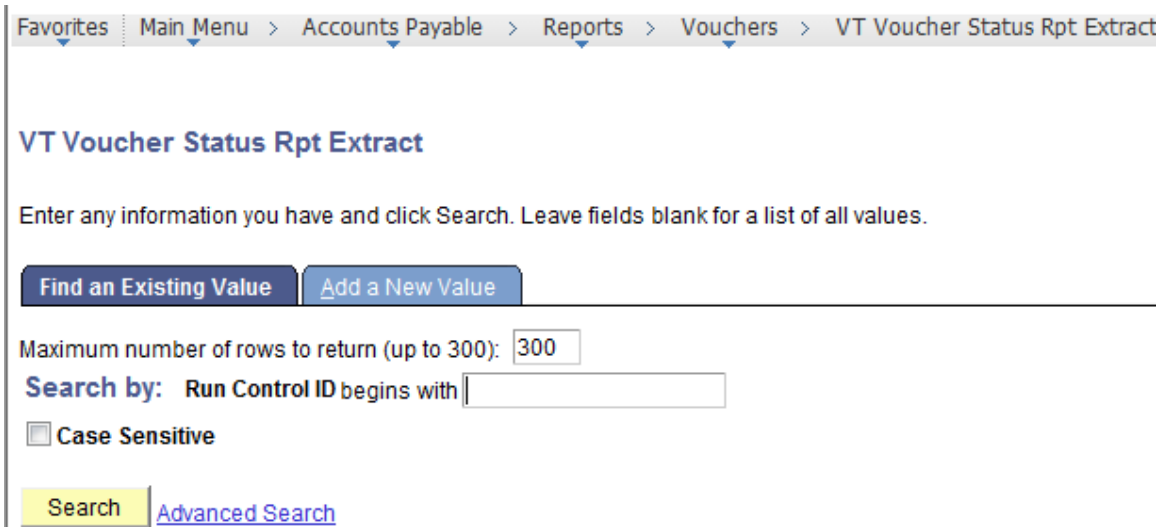


Click on the Chartfields page and the Journal page to view more information.

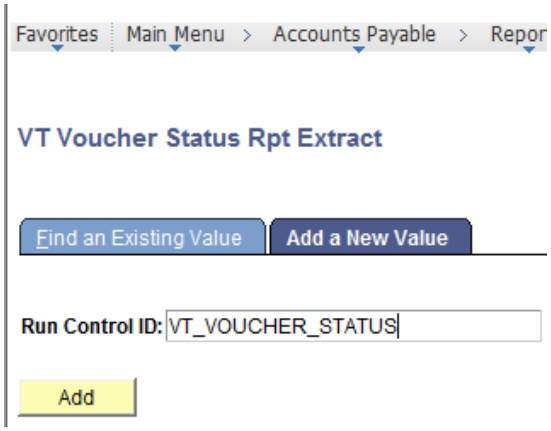
Voucher Status Report

Situations when this function is used: List vouchers for a business unit based upon statuses selected when extract is run. Report provides invoice, vendor name and statuses for approval, budget check, voucher and payment information by voucher.

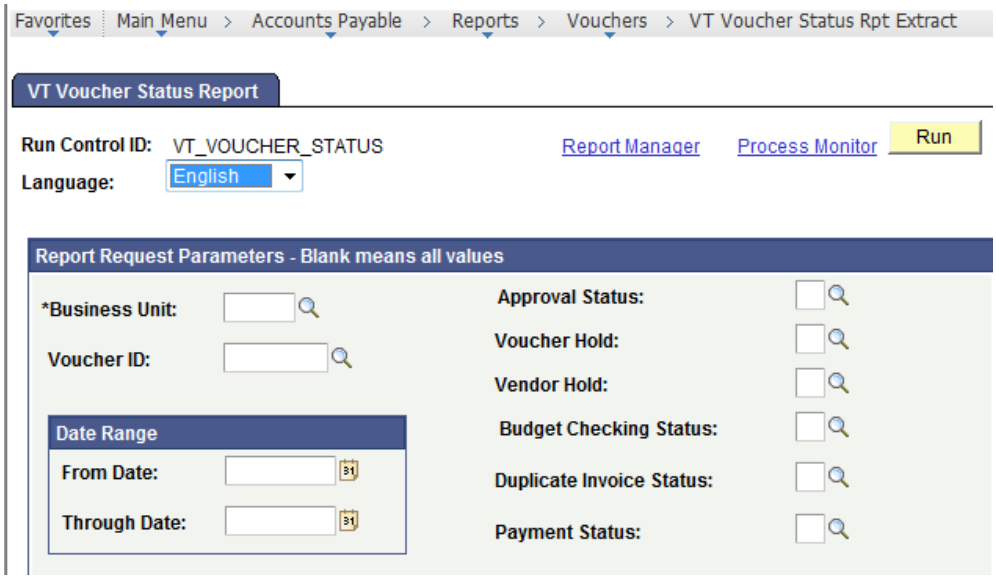
Navigation: Accounts Payable > Reports > Vouchers > VT Voucher Status Rpt Extract



Click on Add a New Value (If the first time running report)



Click Add



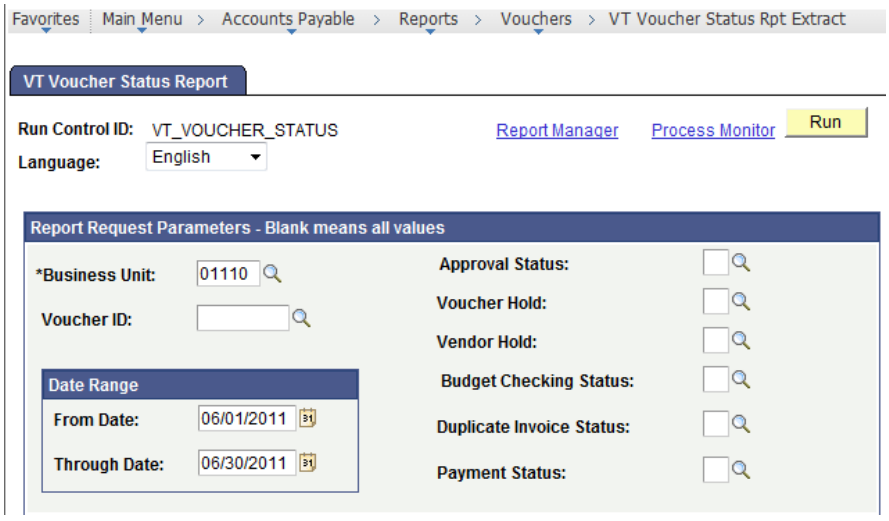
Enter Business Unit

Enter From Date

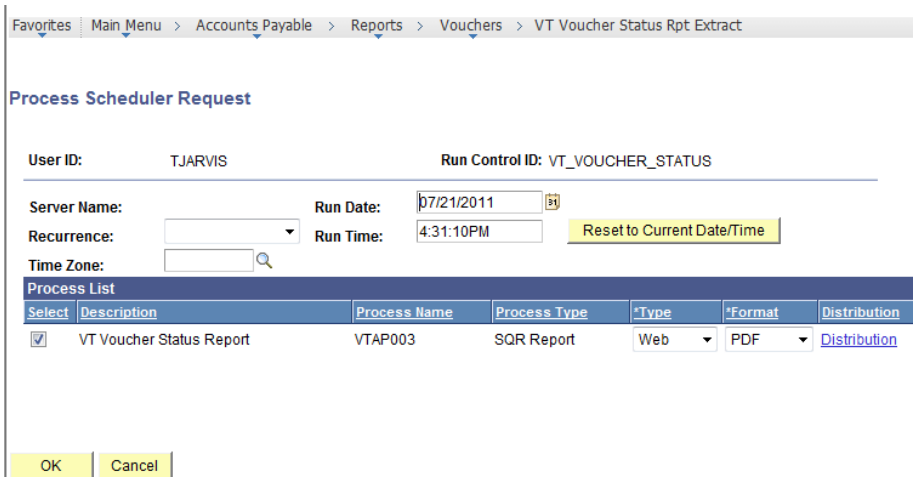
Enter Through Date

To narrow your search, select status criteria for Approval Status, Voucher Hold, etc.

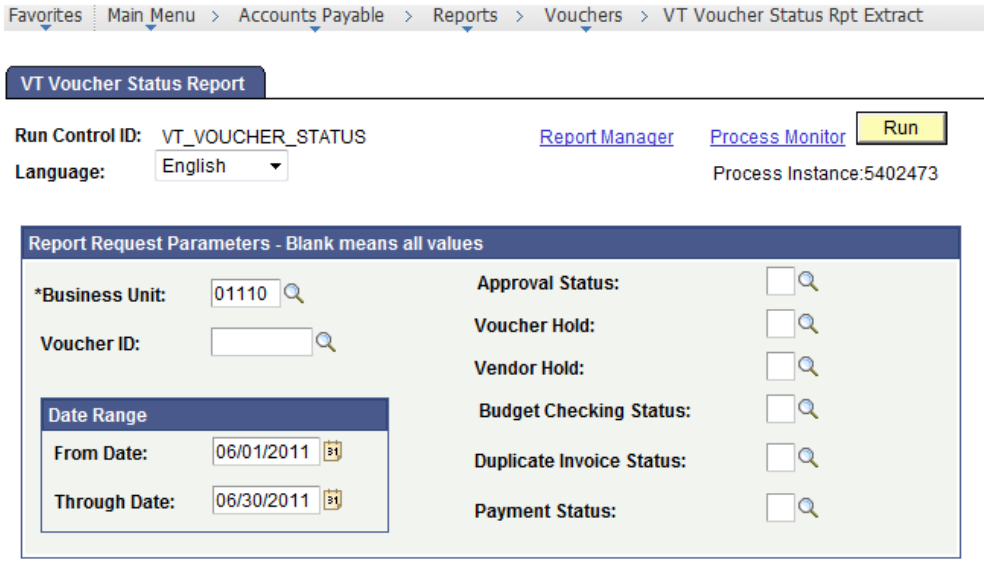
Before you click "Run", you should click "Save" to save the run control ID.



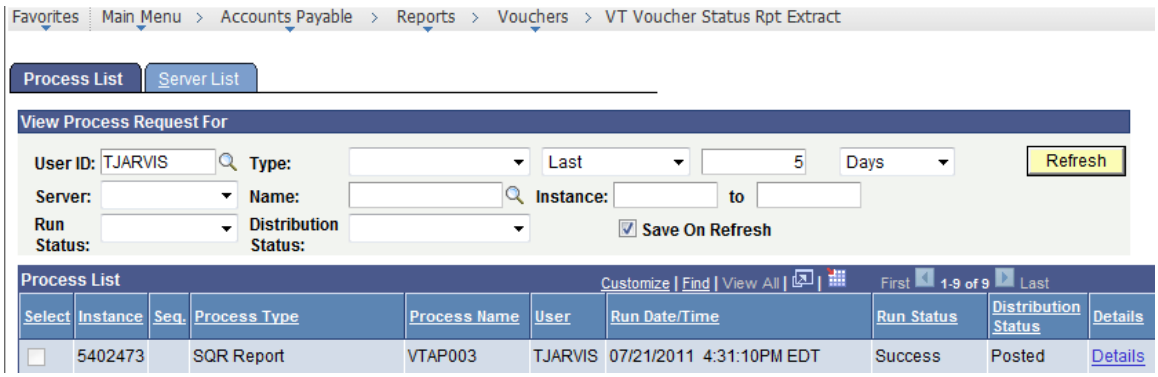
Click Run



Click OK



Click on Process Monitor link

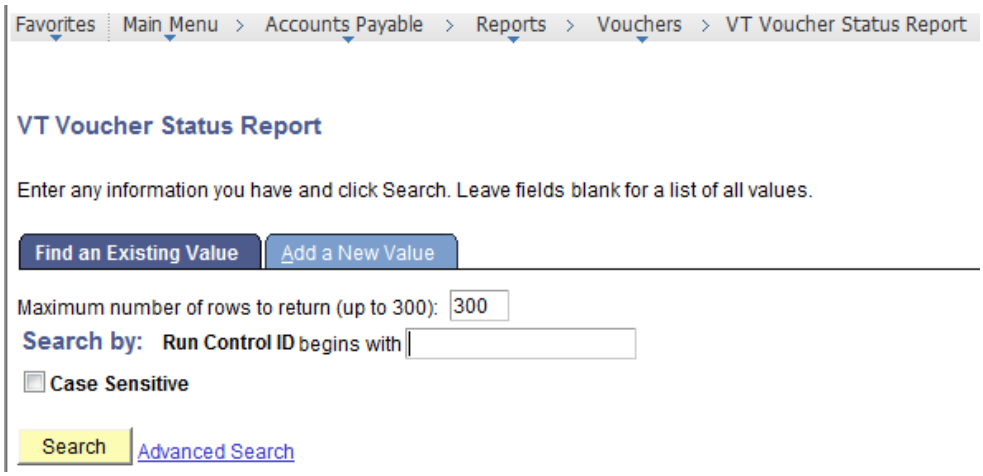


Click Refresh until Run Status = Success and Distribution Status = Posted

If you want to print the report:

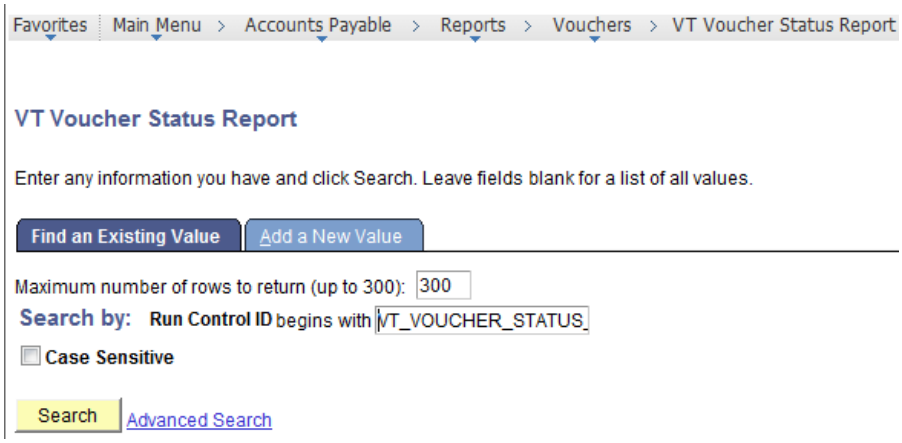
Navigation: Accounts Payable > Reports > Vouchers > VT Voucher Status Report

Follow the above navigation to run the voucher status report print. **NOTE:** If your left hand menu is displayed, you can click directly on the VT Voucher Status Report print menu option.

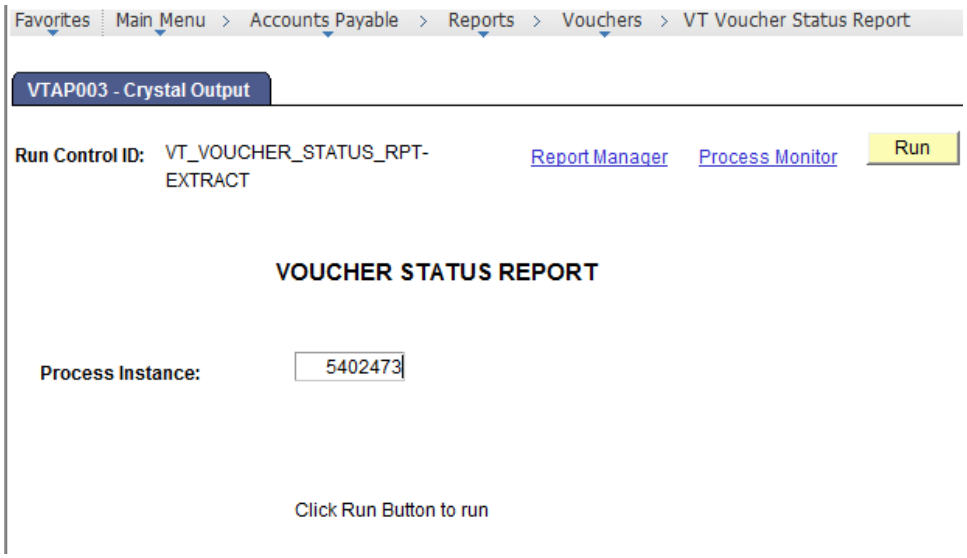


Enter Run Control ID from extract

NOTE: You must use the same Run Control ID that you used for the Voucher Status Extract in order to run the report.



Click Search

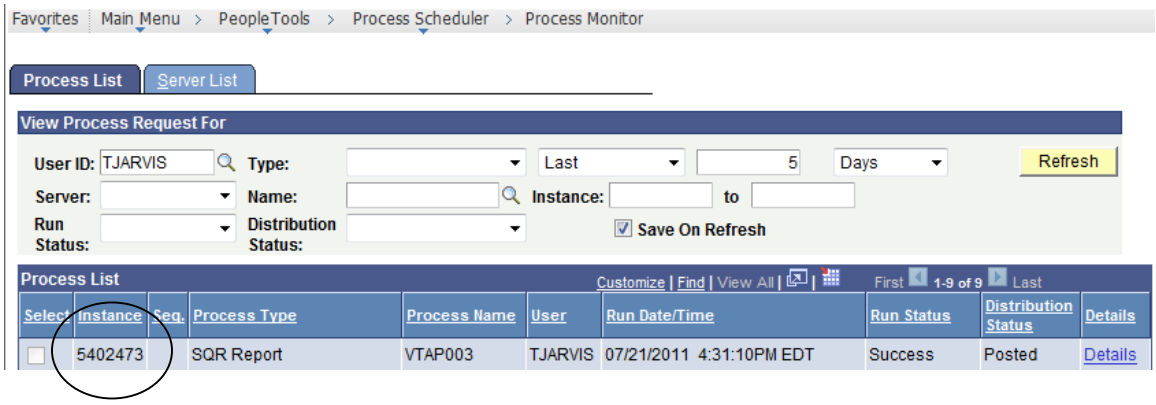


To find the Process Instance numbers

Navigation: PeopleTools > Process Scheduler > Process Monitor

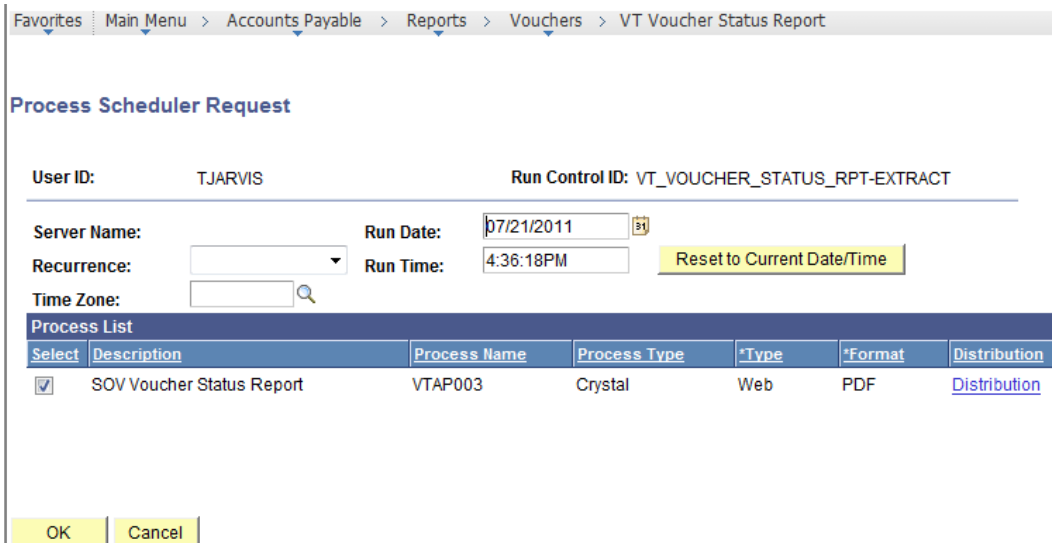
Your User ID should default in.

Under Process List, the second column in (Instance) is the Process Instance number you will need to run the Voucher Status report.

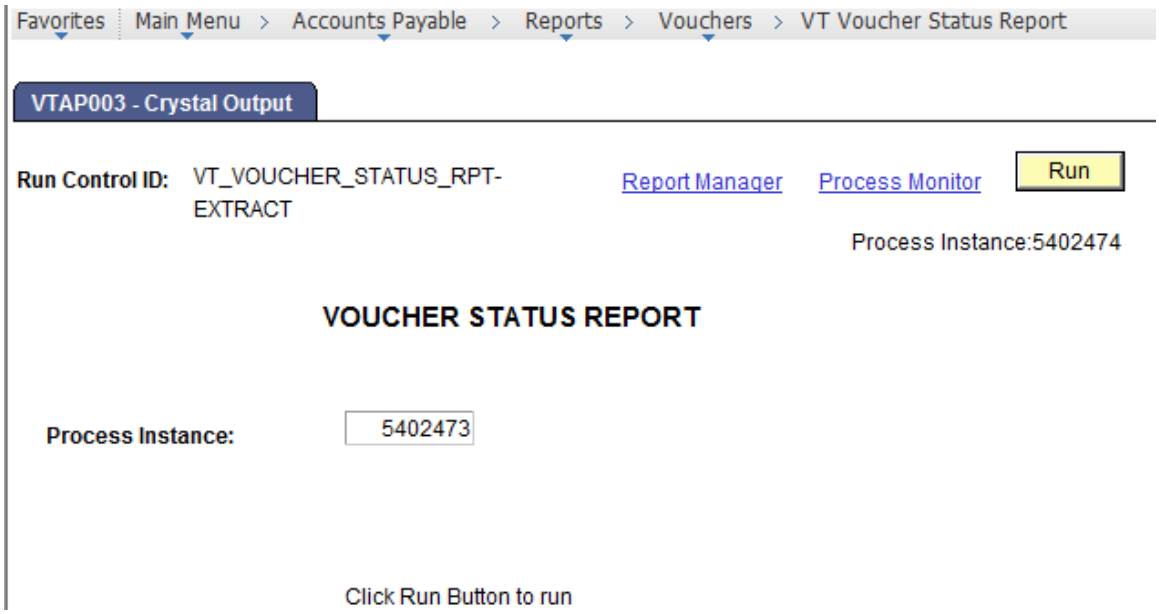


Copy and paste this number into the Process Instance box.

Click Run

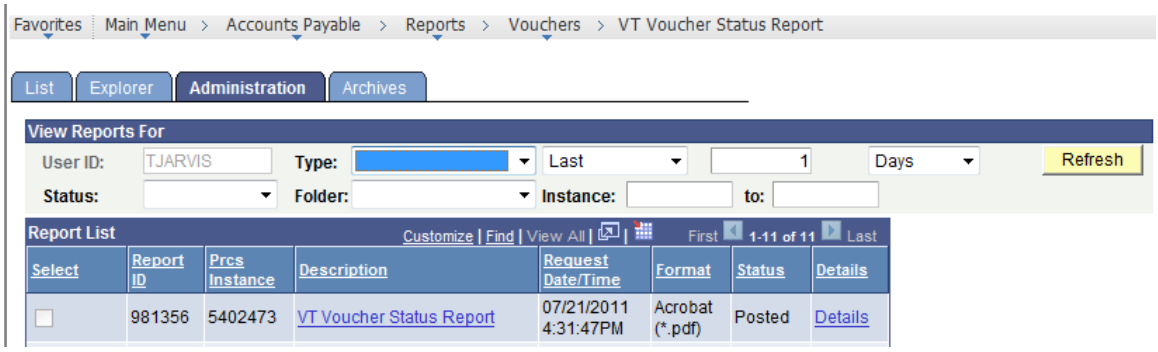


Click OK

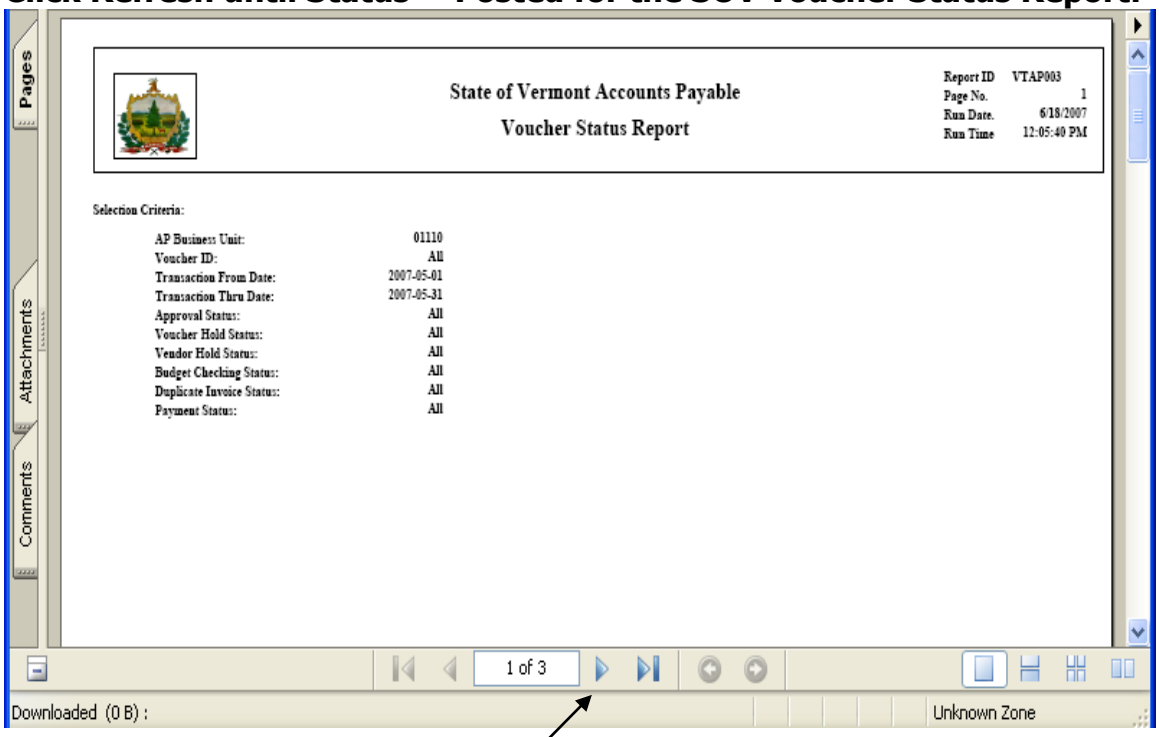


Click on Report Manager link

Click on Administration tab

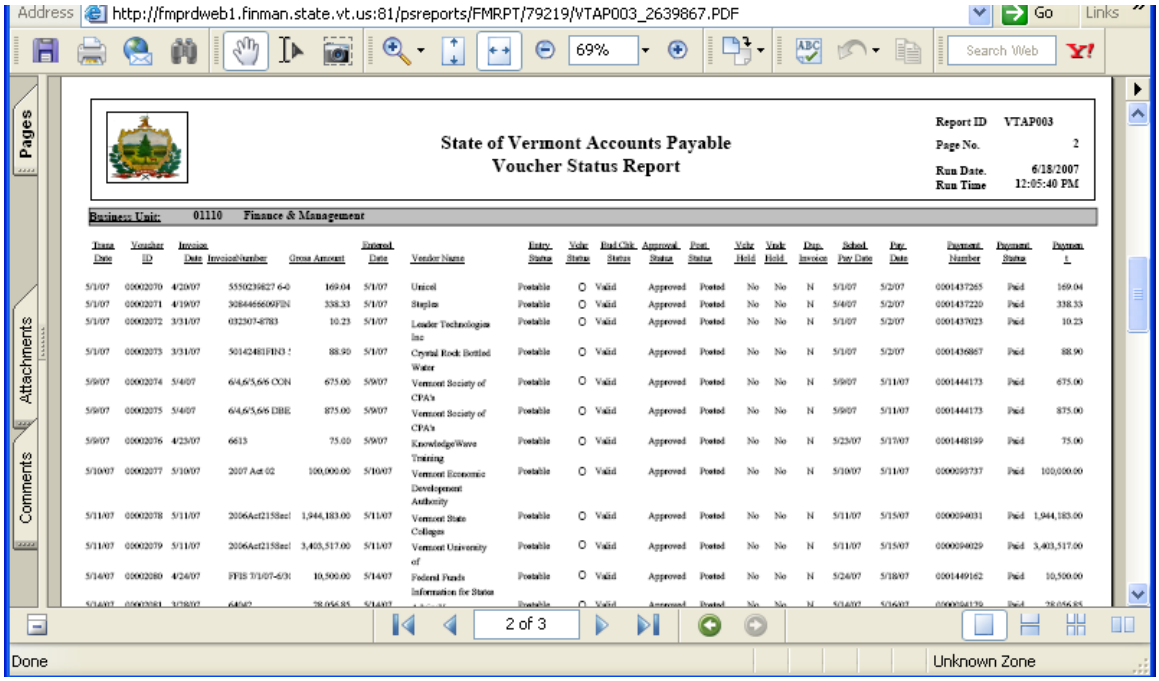


Click Refresh until Status = Posted for the SOV Voucher Status Report.



The first page that opens is a cover page

Click on Arrow for next page



Second page of report opens.

Print the report by clicking on the printer icon.

Month-End Closing Instructions for Accounts Payable can be found at:

http://finance.**vermont**.gov/policies-and-procedures/vision-closing-instructions

A complete listing of reports and queries available in VISION for the Accounts Payable module can be found on the Finance & Management website at:

http://finance.vermont.gov/training-and-support/vision-manuals/reporting-manual